**CONFIDENTIAL**

 School Non-Teaching Application Form



**Please note that CVs cannot be accepted**

Please complete **ALL Sections** of this form as appropriate, and for ease of photocopying, complete in **Type** or **Black Ink.**

Please note sections 1, 2 & 3 of this application form will be removed prior to shortlisting.

**Return the completed form to:**

| Job title:                 | Application no: | **OFFICE USE ONLY** |
| --- | --- | --- |
| Do you currently work for Sandwell Metropolitan Borough Council? Yes NoAre you on the At Risk Register forSandwell Council or Sandwell Leisure Trust? Yes No |
| Reference no:                 |
| Closing date:                 |



**Section 1: Personal Details**

| Title:                          | Day/Work Telephone:                     |
| --- | --- |
| First name(s):                          | E-Mail Address: |
| Last Name:                      | Date of birth:                          |
| Former name(s): | NI Number:                          |
| Home Address:                                                                                                                                                                                                        Postcode:                          | Details of person to contact in an emergencyName & Address:                                                                                                                                                                                                                                 Postcode:                          |
| Home Telephone:                      | Emergency Telephone:                |

**Section 2: Equal Opportunities**

**As part of our equal opportunities policy we request that you complete the following information. This information is used for monitoring purposes only. All information will be treated as confidential and will not be used when shortlisting or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.**

**Ethnic Origin**



Prefer not to say



Asian or Asian British - Bangladeshi

Asian or Asian British - Indian Asian or Asian British - Pakistani Black or Black British - Caribbean Mixed Ethnic - White & Asian

Mixed Ethnic - White & Black Caribbean



Other Ethnic Group - Arab



White - Irish



White - Welsh/English/Scottish/N.Ireland

Any other ethnic group (not listed) Asian or Asian British - Chinese Asian or Asian British - Other Black or Black British - African Black or Black British - Other

Mixed Ethnic - White & Black African

Mixed Ethnic Group - Other White - Gypsy or Irish Traveller White - Other

Other Ethnic Group/comments



**Religion/Belief**



Buddhist Hindu Muslim Other

Sikh

Christian Jewish None

Prefer not to say



**Disability**

The Equality Act (2010) defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you consider yourself to have such a disability?

 



Disability Category

Hearing Impairment



Learning Disability

Learning difficulties



Mental Health Condition



continued on Page 3

Neurological condition



Physical co-ordination difficulties Reduced physical capacity Speech impairment

Prefer not to say



Visual impairment (not corrected by spectacles or contact lenses)

Mobility impairment



Other



Physical impairment Sensory impairment None

Long-standing illness or health condition



Please identify any special requirements, adjustments or equipment which may assist you

(a) in the recruitment process                                        

(b) to enable you to carry out the job

**Gender**



Female



Prefer not to say

Male



**Age Range**



16 - 17



25 - 29



40 - 49

60 - 64

18 - 24



30 - 39



50 - 59

65+



**Sexual Orientation**



Bisexual

Heterosexual/straight



Lesbian/Gay woman

Gay man



Prefer not to say

To the best of your knowledge, are you related to any Council Member and/or to any employee of Sandwell Metropolitan Borough Council? If so, please explain:                                                                                                                                                                                                                                  





Do you have a legal right to live and work in the UK?



I declare that, to the best of my knowledge and belief, the information I have provided is true. I understand that any false information will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.

Signed                     Date

**PLEASE NOTE SECTIONS 1 & 2 OF THIS APPLICATION FORM WILL BE REMOVED PRIOR TO SHORTLISTING**

**This page is deliberately left blank.**

| Job title:                          | Application no:                | **OFFICE USE ONLY** |
| --- | --- | --- |
| Reference no:                     |  |

**Section 3: Education, Training & Qualifications**

**Secondary/Further**

| Date | School/College/University(Name & Address) | Examination Results(Subject, Level and Grade) |
| --- | --- | --- |
| FromMth/Yr | ToMth/Yr |
|       |       |                                     |                           |
|       |       |                                     |                           |
|       |       |                                     |                           |
|       |       |                                     |                           |

**Academic/Professional** 

| Date | College/University(Name & Address) | Examination Results(Subject, Level and Grade) |
| --- | --- | --- |
| FromMth/Yr | ToMth/Yr |
|       |       |                                     |                           |
|       |       |                                     |                           |
|       |       |                                     |                           |
|       |       |                                     |                           |

**Relevant training (including short, in-service training)**

| Date | College/University/Training Provider(Name & Address) | Course Title/Results |
| --- | --- | --- |
| FromMth/Yr | ToMth/Yr |
|       |       |                                     |                           |
|       |       |                                     |                           |
|       |       |                                     |                           |
|       |       |                                     |                           |

**Other qualifications, membership of professional bodies**



 **Section 4: Experience**

**Please complete the following, starting with your current employment and include all employment. Any employment with temporary work agencies must show the agency as the employer as well as the business where the work was carried out. Please also include any breaks in employment history together with the reason for the break. Please complete the following accurately and include all experience since the age of 16, or since leaving full time education.**

| Current job/post title:                                                        |
| --- |
| Name & address of employer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 Postcode: |
| Salary/wage:                               Grade/scale:                     |
| How long have you worked/did you work there? | From:                To:                     |
| Please state number of years:                     |
| Do you still work there: | Yes |                 | No |                      |
| If YES, period of notice required?                                              |
| If NO, reason for leaving                                                   |
| Briefly describe your duties:                                                                                                                                                                                                    |

| Date | Employers name & address or your activity if you are/were not employed | Position held | Reason for leaving/break in employment |
| --- | --- | --- | --- |
| FromMth/Yr | ToMth/Yr |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**Please continue onto a separate sheet if necessary.**

**Section 5: Supporting Information**

**Please use this page to outline any other information that may help your application. Continue onto a separate page if necessary.**



**Please continue onto a separate sheet if necessary.**

**Section 6: Convictions / Online Searches**

**Self-declaration of suitability to work in posts requiring a Disclosure and Barring Service Check**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not “protected” in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](https://www.gov.uk/government/publications/dbs-filtering-guidance).

It is an offence to apply for a position working with children if you are knowingly barred.

**Online Checks**

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate at interview.

All information given/obtained will be treated as strictly confidential and will be stored securely.

**Section 7: References**

Please provide details below of two referees (one of whom must be your present or most recent employer) who are able to comment on your suitability for the position:

| Name:      | Name:      |
| --- | --- |
| Address:      Postcode:      | Address:     Postcode:      |
| Telephone no:      | Telephone no:      |
| E-Mail address:      | E-Mail address:      |
| Occupation:      | Occupation:      |

If you have previously been employed by Sandwell Council, the unit in which you worked will be asked to confirm details of your employment, including the reason for your leaving.



May we contact your current employer at

this stage without further reference to you?



**Section 8: Data Protection Act**

The information you are providing will be used by Sandwell Metropolitan Borough Council in connection with your application and for assessing your suitability for the post advertised. The information will be shared only in compliance with the law and for the purpose of monitoring

the Council’s practices to ensure equality of opportunity.

If I am appointed to work with Sandwell MBC, I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable).



**Section 9: How did you find out about this vacancy?**

Please indicate where you first saw information about this vacancy.

| Job Centre |       | Fish 4 Jobs Website |       |
| --- | --- | --- | --- |
| Local Newspaper |       | Regional Website wmjobs.co.uk |       |
| National Newspaper |       | From Friend or Colleague |       |
| Specialised Publication |       | Sandwell’s Jobs Opportunity Bulletin |       |
| Sandwell’s Jobs Website |       | Other, please specify |       |
| Monster’s Jobs Website |       |  |  |

**N.B. Canvassing for this appointment will disqualify your application.**

**Please check that all sections of this form have been completed and and if returning by post, that you have signed the declaration on the bottom on page 3. If you e-mail this form you will be asked to sign the form if you are interviewed.**

P.18/Schools Rev. 06.21

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