

Post applied for		
Vacancy No.	Department or Establishment	
PERSONAL DETAILS		
Surname:	First name(s):	
Former or changed name(s):		
Date of Birth:	Current Address:	
National Insurance Number:		
Home Tel:		
Work Tel:		
Email:	Post Code:	
Do you consider yourself to have a disability?		Yes / No
Please tell us about any reasonable adjustment you need to help you with your employment application, and		
Please tell us about any reasonable adjustment you need to help you do the job for which you are applying.		
If you are applying for a post open to job share please indicate how you wish to work by ringing one of the following.		
FULL TIME ONLY	JOB SHARE ONLY	EITHER
RELATIONSHIPS & CANVASSING		
Please declare below any family or close relationship with an existing employee, governor, councillor of Northumberland County Council or School within Northumberland. Please refer to guidance notes.		
CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS		
CURRENT OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER		
Employer's name	Position held	
Employer's address	Date started	
	Date finished	
	Reason for leaving	
	Salary	Other Benefits
Brief description of duties, responsibilities etc		

ACTION FOR EQUALITY

Northumberland County council aims to ensure that no job applicant or employee receives less favourable treatment than another on grounds of sex, race, colour, ethnic origin, religion, marital status, sexuality, disability, age (within the context of normal retirement age) or any other factor unrelated to the requirements of the job and which are not restricted by legislation.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We are committed to safeguarding children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.



REFERENCES

Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. Please note that requests not to contact the referee prior to interview may be over-ruled where Safeguarding rules apply. References from friends or purely social acquaintances are unacceptable.

1

Name
Position
Relationship
Address
Postcode
Telephone No.
Permission to contact prior to interview Yes/No

2

Name
Position
Relationship
Address
Postcode
Telephone No.
Permission to contact prior to interview Yes/No

CRIMINAL RECORDS

Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant.

A letter X in the vacancy number indicates that the post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the job information pack sent to you with this application form will contain more information. For these posts the successful candidate will be required to disclose any 'spent' convictions and any offer of appointment is conditional upon the successful candidate producing an acceptable Criminal Records disclosure.

CRIMINAL RECORDS DECLARATION – FOR POSTS MARKED WITH AN X IN VACANCY NUMBER ONLY


I confirm that **I am not** on Section 142 of the Education Act, disqualified or barred from working with children and/or vulnerable adults, or subject to sanctions imposed by a regulatory body and have no convictions, cautions, reprimands, warnings or bind-overs.

SIGNED..... **DATE**.....

I confirm that **I am** on Section 142 of the Education Act, and/or disqualified or barred from working with children and/or vulnerable adults, or have been subject to sanctions imposed by a regulatory body and/or have 'spent' or 'unspent' convictions, cautions, reprimands, warnings or bind-overs and have attached details in a sealed envelope marked "private and confidential – appointing officer only".

SIGNED..... **DATE**.....

DECLARATIONS

 I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for the County Council to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

SIGNED..... **DATE**.....

NB - If you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.