

Ysgol Gyfun
PORTHCAWL
Comprehensive School

This form is available in Welsh on request.
Mae'r ffurflen hon ar gael yn Gymraeg ar eich cais.

Job Application form Support Staff

1 Vacancy details

Job title: Post reference:

Closing date: Where did you see this advert?

Please complete the whole application form. CVs can only be used as supplementary information.

2 Personal details

Title: (Mr/Mrs/Miss/Ms/Other)

First name/s:

Surname:

Maiden or former name/s:

E-mail address:

Address:

Post code:

Contact telephone no:

Do you hold a current driving licence? Yes No

Class (e.g: Full /Provisional /HGV/PSV):

Please give details of any driving licence endorsements

Do you have the use of a vehicle during work hours? Yes No

Under the Asylum & Immigration Act 1996, the Council has a responsibility to ensure that only those legally entitled to live and work in the United Kingdom are offered employment.

Do you have a passport, work permit or other travel document to show that you are authorised to work in the UK as you will need to provide these prior to starting any employment?

Please give details:

Please provide your National Insurance No.

3 Current and past employment

Please provide details of your current and previous employment starting with your most recent, including any periods of unemployment. This can include unpaid or voluntary work which you may have undertaken. Please continue on a separate sheet if necessary.

Dates Mnth/Yr	Job title, salary and benefits. Name and address of employer	Reason for leaving

Notice required for current post?

4 Education and Training

Please provide details of your education and training irrespective of whether qualifications have been gained.

Secondary Education

School/College/Training Provider	Subject Qualifications	Year	Grades where applicable

Higher Education

School/College/Training Provider	Subject Qualifications	Year	Grades where applicable

Professional Membership

Please provide details of any membership of a professional body including membership number

Professional body/Training Provider	Qualifications/Grade	Year	Level of membership/No.

5. Additional information

Please state clearly your reasons for applying and explain how your experience, skills and knowledge meet the requirements of the person specification provided. Please also include any additional information such as relevant interests, hobbies, or voluntary work in support of your application.

(If necessary please attach separate continuation sheets and label clearly with your name and the post reference number)

6 References

Please provide details of your current/most recent employer and also your previous employer who can provide information to support your application (for internal candidates this should be your current line manager). Where you have not been previously employed, give the name of a person of professional standing but not a relative. If you are a recent school/college leaver, give the details of your headteacher/tutor. Delete each box heading as appropriate.

Current / most recent employer

1. Referee contact name:	<input type="text"/>		
Address:	<input type="text"/>		
Post code:	<input type="text"/>	<input type="text"/>	
Contact telephone no:	<input type="text"/>		
Email address:	<input type="text"/>		

Previous employer / Person of professional standing / Headteacher / Tutor

2. Referee contact name:	<input type="text"/>		
Address:	<input type="text"/>		
Post code:	<input type="text"/>	<input type="text"/>	
Contact telephone no:	<input type="text"/>		
Email address:	<input type="text"/>		

We will contact your referees if you are shortlisted for interview.

Are you happy for us to contact your current employer prior to interview?

Yes No

7 Supplementary Information

The Rehabilitation of Offenders Act 1974 makes it illegal for employers to discriminate against ex-offenders on the grounds of 'spent' convictions. Spent convictions are where the person convicted of a criminal offence has completed an appropriate period of rehabilitation. However the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended excludes the provisions of the Act from certain types of employment. For these types of employment (those involved with children and vulnerable adults) you must not withhold information about spent convictions. Where the job you are applying for requires full disclosure, this will be highlighted in your job pack and you will be required to provide further details with this form.

7 Supplementary Information continued

Have you been convicted of any criminal offence or been subject to a caution, reprimand, conviction, final warning or disciplinary action? Yes No

If yes, please provide full details

If you are related to, or have a close personal association or close personal connection outside work, with any councillor or council employee, please provide their name and your relationship.

Canvassing, directly or indirectly will disqualify your application, or if appointed could result in instant dismissal or disciplinary action.

Under the Working Time Regulations the council must monitor the hours worked by its employees. Will Bridgend County Borough Council be your only employer? Yes No

If no, please give details

8 Declaration

The information you have provided on this form is subject to the Data Protection Act 1998. It will be held by the council for recruitment purposes. If you are appointed, this information will be retained for the duration of your employment with the council and may be shared with other directorates within the council.

I acknowledge that if I am successful in obtaining this appointment and the information I have provided is later discovered to be incorrect, any offer of employment or appointment may be withdrawn or terminated. I declare that the information given in this application is complete and true.

I have not canvassed (either directly or indirectly) any councillor or employee of Bridgend County Borough Council and will not do so.

Signed:

Date:

Please return your completed application form and any additional information to:
Headteacher, Porthcawl Comprehensive School, 52 Park Avenue, Porthcawl CF36 3ES or by email to:
porthcawlcs.officemanager@bridgend.gov.uk

Thank you for applying to join Bridgend County Borough Council.

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PORTHCAWL
Comprehensive School

Equal Opportunities in Employment

Post applied for:	<input type="text"/>	Post reference:	<input type="text"/>
Department:	<input type="text"/>	Directorate:	<input type="text"/>
Closing date:	<input type="text"/>		

We are committed to promoting equal opportunities and valuing diversity in our workforce. We welcome applications from all sections of the community, regardless of gender, race, religion, belief, language, disability, age, sexual orientation or marital status. To help us to achieve this aim please take the time to complete this section of the form. The information is strictly confidential and will be used for monitoring purposes only. It will not be used in the selection process.

Please note that the information supplied on this form will be held on computer and will therefore be subject to the Data Protection Act 1998.

Sex and Age

Male Female Date of Birth:

Disability

Disability is defined by the Disability Discrimination Act as a physical or mental impairment, which has a substantial and long-term adverse effect on your day-to-day activities.

Do you consider yourself to be disabled? Yes No

If 'yes' please give details if you wish

Do you require any support or adjustments to enable you to take part in the selection process?

Yes No

Please give details

Ethnicity

How would you describe your ethnic origin? (please tick one box only)

White:- British Irish Welsh

Any other white background (please specify)

Mixed Race:- White & Black Caribbean White & Black African White & Asian

Any other mixed background (please specify)

Asian or Asian British:- Indian Pakistani Bangladeshi

Any other Asian background (please specify)

Black or Black British :- Caribbean African

Any other Black background (please specify)

Chinese or other ethnic group:- Chinese

Any other Asian background (please specify)

Welsh Language Speakers

Are you a Welsh language speaker? Yes No

Are you able to write in Welsh? Yes No

Are you able to read Welsh? Yes No

Please specify if you have any other language skills (including British Sign Language)

Marital Status

How would you describe your marital status?

Single Married Divorced Separated Widowed

Living with partner Civil partnership

Carers

Do you provide unpaid care to others (children, dependant adults)? Yes No

Thank you for completing this section of the form. This section will be removed before sending the application to the selection panel.