

GUIDANCE NOTES FOR THE COMPLETION OF THE APPLICATION FORM

Application number and job reference number

This will normally be filled in by the School before the application form is sent to you. Please keep a note of the job reference number and quote it whenever you contact the school about your application. For teaching posts, an application number may not be stated.

Application for the post of

The post details, school etc are usually completed before you get this form. If not, you must fill in these details. Please note that we can only consider applications from EU citizens or those who are fully able to show a legal right to work in the UK. Relevant checks will be made.

Personal details

This part contains personal information to identify you in case we wish to shortlist you. Please ensure it is accurate as this is our only way of contacting you. For legal reasons you must state your National Insurance Number.

For teaching posts, your QTS Certificate number is also required.

Employment history

Current/most recent post/job title

Give details of your present or last employer – give a contact name (this should be the head of the establishment), full address including postcode, the exact date of appointment, and (if appropriate) the date you left. Try to give an actual salary/grade, not an approximate. If requested, your notice period is important. If you are not presently working but have commitments that prevent you from immediately taking up the post, please give your earliest start date.

If this is your first job after leaving education, give the school/college's name and address in place of the employer's name and address, and your date of leaving. Disregard the other items.

Previous employment

List your previous employment, including voluntary work, **starting with the most recent**. You should try to make the information you give as full and accurate as possible. **Please indicate the reasons for any gaps in your employment history.**

If this is your first job after leaving education, please list any part-time, casual and unpaid work, especially if there is a link to the post for which you are applying.

Education & Qualifications (evidence of your qualifications will be required at interview)

List your schools, colleges, universities, professional education and qualifications. Do not miss any identified in the person specification (if provided) or you may disqualify yourself. If you are awaiting results, give the expected grade if possible. Make clear that this result is still uncertain. For teaching posts, details of any in-service training (as a contributor or participant) are also requested.

Whilst a specific qualification may have been requested, it is recognised that a number of equivalent qualifications may have preceded or replaced the example given, and if you feel this is the case, please enter here. We will accept qualifications e.g. degrees etc, obtained from abroad if they are demonstrably equivalent to UK qualifications.

If you need more space, continue on an extra sheet. At the top of the sheet, write the post title, job reference and application number (if applicable).

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Training

List any training that is relevant to this post, even if it was undertaken outside your formal employment, including dates and awarding bodies where appropriate.

Membership of professional bodies

Please give details of current professional membership or apprenticeship. If membership of a professional body is a requirement for this post, make sure you state it here or you may disqualify yourself.

Experience or achievements (or 'Letter of Application' for teaching posts)

Carefully read the information in the Person Specification (if provided) and identify examples of work you have done, or activities from outside work, that demonstrate how you have identified, addressed and learnt from challenges or problems that may now help you to meet similar demands in the job you are applying for. Also, identify any skills or competencies you have which are relevant to the post. These need not be skills you have developed as a direct result of previous employment; they may be something from your hobbies or interests that you can use to help you do this job.

It is important that you address each of the essential requirements in the Person Specification (if provided) in completing this section. You will not be shortlisted if you are not able to provide evidence of how you meet all of the essential requirements.

If you have any other information that you feel may help us in making a decision about your suitability for this post then also provide this within this section.

Disclosure of criminal background

All posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such, all will be subject to Disclosure and Barring Service (DBS) clearance, which conducts background checks on potential employees. This will disclose details of cautions, reprimands, final warnings, and convictions. The Authority also checks the lists of those presently barred from working with children and/or vulnerable adults.

Within this section, you must provide details of any convictions or cautions that you have. This will not necessarily automatically prevent your application being shortlisted.

Driving

Some posts require you to have a driving licence, access to a car, or both. If you do not provide this information, it may disqualify you from further consideration. In certain circumstances consideration may be given to applicants who are unable to drive as a consequence of a disability.

Disability

We encourage applications from people with disabilities. A disability is a physical or mental impairment that has a substantial and adverse long-term effect on an individual's ability to carry out normal day-to-day activities.

If a disability or health problem prevents you from carrying out some aspects of a post, you are not excluded from applying, as it may be possible to make a reasonable adjustment to some of the duties.

If as a result of a disability you have difficulty completing the form, please contact the School.

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Canvassing

You must not canvas or attempt to canvas (ask someone to apply influence to help you get an appointment) County Councillors, School Governors or other employees of the School to gain you an unfair advantage. Such actions may result in your application or subsequent employment being challenged.

Confirmation of details

Please read the declaration on the application form. Sign and date it to confirm that the information you have supplied is complete and accurate and that you agree to the information being processed and used for the purposes of recruitment, monitoring and, if appropriate, subsequent employment. Your signature also confirms that you understand that, to prevent and detect possible fraud, we may share this information with other appropriate organisations; and that to give false information would lead to you being disqualified from consideration or if appointed may result in your dismissal. We will not consider applications that are not signed and dated. If you return your form electronically online, we will ask you to sign the form at interview.

Referees

Your referees should be two people who can comment on your ability to do the job for which you are applying. If you have previous experience of working with children or vulnerable adults, a reference is required from the employer for whom you most recently worked with either of these groups. Therefore ensure that their details are included within this section.

If you are currently in employment, one referee should be your present employer. If you are a student, one referee should be your tutor. If you are unemployed, please give details of your most recent employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

References are sought on all shortlisted candidates prior to interview. If you indicate that you do not wish your employer to be contacted prior to interview, then you may be contacted to reconsider this position. If you are the successful applicant and your referee has not been contacted, this will delay confirmation of any offer of appointment, as it is against the School's policy to confirm an appointment without satisfactory references being received.

Return address

Please ensure that you return your completed application form to the school before the closing date.

GOOD LUCK WITH YOUR APPLICATION

LANCASHIRE COUNTY COUNCIL

REHABILITATION OF OFFENDERS ACT 1974

Note of Guidance for Applicants

The Rehabilitation of Offenders Act (1974) is a piece of legislation protecting ex-offenders employment opportunities, although if you have convictions, you must disclose these until a certain length of time passes, and the conviction becomes 'spent'.

There nevertheless remain certain job categories and classes of employment, including positions within schools, which are exempt from such time limitations. This means that convictions never become 'spent' if you are looking for work in certain job categories.

Exempted categories include employment connected with the provision of services for persons under 18 years of age or vulnerable adults. This post is exempt from the Rehabilitation of Offenders Act 1974.

If you are shortlisted for this position you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. All appointments are considered on merit and individual consideration of the conviction and the circumstances.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Further information on which offences need to be declared as part of your application will be forwarded to you if you are shortlisted for this position.

The information you provide will be treated in the strictest confidence. Having a conviction will not necessarily bar you from employment. However, failure to disclose convictions may result in the offer of employment being withdrawn, or if already appointed, you could be dismissed without notice.

Please bear in mind; you may be subject to a Disclosure and Barring Service Disclosure for posts working with children or vulnerable adults.

If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice.

<https://www.nacro.org.uk/criminal-record-support-service/>
or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 message or WhatsApp 07824 113848 or e-mail using the form on the Unlock website.

Please note that as the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

INFORMATION FOR CANDIDATES

As an employer, we have a responsibility to ensure that each prospective employee is eligible to work in the United Kingdom, in line with the requirements set out in sections 15-25 of the Immigration, Asylum and Nationality Act 2006.

For this reason, all external candidates who are shortlisted for a post must produce any one of the documents, or combination of documents, described in **List A** or **List B** (below).

Interview Panels will check the validity of the documents provided and photocopy them. These will be retained on your personal file if you are the successful candidate (in line with the timescales outlined in the Act) or shredded if you are not appointed to the post.

Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. We do not hold a sponsorship licence and are unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system.

List A

The documents listed below show an ongoing right to work in the United Kingdom. If you are not subject to immigration control, or have no restrictions on your stay in the United Kingdom, you should be able to produce a document or a specified combination of documents from this list.

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom; **or**
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area Country or Switzerland; **or**
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland; **or**
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland; **or**
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK

6. A passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom; **or**
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer; **or**
8. A full birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer; **or**
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer; **or**
10. A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer; **or**

List B

The documents listed below show a right to work for up to 12 months in the United Kingdom. Where your leave to enter or remain in the United Kingdom is time limited, you are required to produce a document or a specified combination of documents from List B and, if appointed, will be subject to follow-up document checks to establish your right to work in the United Kingdom

Group 1

A follow-up check will be done when the document evidencing your permission to work expires.

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2

A follow-up check will be done which expires 6 months after the date specified in your Positive Verification Notice expires.

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

NOTE TO APPLICANTS

DISCLOSURE AND BARRING SERVICE

You will be aware that the post you are applying for involves you working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held, prior to any final appointment decision being made by the School/Authority. (A disclosure application form will be issued to you to enable you to apply at the appropriate time.)

The completed disclosure application form will then be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc and whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

NB. A conviction is not necessarily a bar to recruitment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

Handling of DBS certificate information Policy

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Lancashire County Council complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may retain the certificate until the next inspection.

Once the inspection has taken place the certificate should be destroyed in accordance with the [code of practice](#).

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an umbrella body

Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the [code of practice](#) and in full accordance with this policy.

We will also ensure that any body or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.