

3. Education, Training, Qualifications Please give relevant details, including those gained overseas

Secondary School, College, University	Dates		Qualifications Gained-Subject & level eg GCSE	Grade	Date
	From	To			

4. Membership of Professional or Technical Organisations

Body	Membership Status	Since

5. Driving Licence

Do you hold a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what type?
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6. Previous Employment Please start with most recent and cover no more than 15 years.

Employer	Job Title	Grade/Salary Per Annum	Dates		Reason for leaving
			From	To	

7. Absences

No of days absence during the last 2 years _____
Please give reasons (optional) _____

8. Referees

One of whom should be your present (or last) employer. References will only be taken up for applicants selected for interview, and you should ensure your referees are in a position to respond promptly.

Reference 1

Name	
Position	
Organisation	
Address	
Postcode	
Telephone	
Fax	
Email	

Reference 2

Name	
Position	
Organisation	
Address	
Postcode	
Telephone	
Fax	
Email	

9. Selection Arrangements

In finalising our selection arrangements are there any issues you would like us to consider? E.g. dates and times you are unavailable, fully accessible venue, etc.

We aim to cater for individual circumstances, but cannot guarantee we will always be able to do so.

10. Equality Monitoring

We ask for this information to monitor achievement of our Employment Equality policies. Appointments are not based on information given here. For each item below please tick ✓ the appropriate box or respond as indicated.

Gender

Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Disability

Do you consider yourself disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Ethnic Origin

White	British <input type="checkbox"/>	Irish <input type="checkbox"/>	European <input type="checkbox"/>	Other <input type="checkbox"/>	
Black	British <input type="checkbox"/>	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Somali <input type="checkbox"/>	Other <input type="checkbox"/>
Asian	British <input type="checkbox"/>	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other <input type="checkbox"/>
Mixed	White / Black Caribbean <input type="checkbox"/>	White / Black African <input type="checkbox"/>	White / Chinese <input type="checkbox"/>	White / Asian <input type="checkbox"/>	Other
Chinese	British <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other <input type="checkbox"/>		
Gypsy	Please Specify				
Other Ethnic Group	Please Specify				
Prefer Not to say	<input type="checkbox"/>				

Religion

Atheist <input type="checkbox"/>	Bahai <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jain <input type="checkbox"/>
Muslim <input type="checkbox"/>	Jewish <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>	None <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

Sexual Orientation

Bi-sexual <input type="checkbox"/>	Gay Women <input type="checkbox"/>	Gay Man <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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11.

Are you related to a Councillor or any employee of the Leicester City Council?

Yes

No

If Yes, please give brief details

Have you ever been convicted of a criminal offence (other than motoring offences and sent conviction?)

Yes

No

If yes, please complete the enclosed 'Notice to Applicants' and give details in a sealed envelope marked with your name.

12. Letter of Application

You are requested to submit a letter in support of your application, addressing issues you regard as relevant to the post as prescribed in the Job Details supplied. Please also provide a Curriculum Vitae.

13. Declaration

I declare that all information submitted in this application form is true, that I have not canvassed any Member, Employee or Committee of the City Council or Governor of the school/college either directly or indirectly, in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Member or Employee of the City Council or Governor of the school/college may also disqualify me and if such failure is discovered after appointment I will be liable to dismissal without notice, and confirm that I have read the notes relating to convictions and spent convictions of a criminal nature.

Date: _____ Signed: _____

14. NOTES

- a) Teachers aged 50 and over are advised that, if they have previously accepted early retirement from a teaching post and, if appointed to a new post, they should advise the Paymaster General, the Department of Education and Employment and their previous employer of their change of circumstances.
- b) Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Unit and may then be required to undergo a medical examination.
- c) You will appreciate that the Education Authority must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of Re-habilitation of Offenders Act 1974, by virtue of the Re-habilitation of Offenders (Exemptions) Order 1975 and the Re-habilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question below. If the answer is "yes" you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked "confidential" and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not,

in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the Council.

In accordance with the recommendations of the Home Office, successful candidates for all posts where there is to be contact with children, will be the subject of a request to Leicestershire Constabulary for a search by the Criminal Records Office, regardless of the answer given to the question concerning previous convictions.

Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

15. EQUAL OPPORTUNITIES IN EMPLOYMENT - IMPORTANT

(a) Policy

Leicester City Council is an Equal Opportunities Employer. It is the policy of the City Council that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, ethnic, cultural or national origins, disability, age or any other condition which cannot be shown to be justifiable.

(b) Monitoring

For the policy of equal opportunities to be effective it must be certain that unfair or illegal discrimination is not taking place. The City Council supported by its Trade Unions, considers that in order to achieve this and to ensure the continued development of its policies, it must keep up-to-date information about job applicants. All applicants for employment are, therefore asked to complete Equality Monitoring Section of this form, which will be used for statistical purposes **only**.

Please return your completed application form to the school.

I confirm that the details in this form are correct

Signature

Date