



**Application for Employment  
(Work with Children or Vulnerable Adults)**

Please note that a high level of vetting is undertaken on candidates and that the definition of working with children and adults is widely drawn.

The level of disclosure required for this post is given in the accompanying letter.

**Information for Applicants**

**CVs WILL NOT BE ACCEPTED.**

All sections of the form must be completed.

If you are not filling electronically, please complete in black pen to aid photocopying.

Please read the enclosed guidance notes for more information.

This form is available in large print, Braille, on tape or in electronic format.

I confirm that I have read the guidance notes **Yes No**

Position applied for:	
Job Reference No:	Applicant No: (office use only)
School:	Closing date:
How did you find out about the vacancy:	

**Education** If offered a post you will be asked for original evidence of your qualifications and the school reserves the right to approach any number of education providers to verify qualifications stated. Please continue on a separate sheet if necessary.

**Education in Chronological Order From Age 16**

Full record of Secondary Schools, colleges or universities attended	Full (F) or Part Time (P)	From	To	Exams passed & qualifications gained, including subjects, grades, class or division

**Present Post** (Full details required if your present post is within teaching)

Name of Employer/School (with telephone number) (if your present post is not within teaching please describe your work)	Type of School	Ages Taught	Number on Roll	Any Allowance/ School Group - (Head/ Deputies only)	Full/Part- Time (Please state % of week) or Supply	Responsibilities
Start date in this post (dd/mm/yy)				End date if appropriate		

How much notice do you need to give?

**Particulars of School Experience During Training** (To be completed by Newly Qualified Teachers only)

Name of School and Local Education Authority	Type of School	Age of Children Taught	Number on Roll	Did you have responsibility for a class or tutor group? If so please describe

**In-service Studies and other training** undertaken during last 5 years relevant to the post for which you are applying.

Course	Duration of course	Date

**Teaching Experience (After Qualification)** (in chronological order)

Dates		Name of School and Local Authority	Type of School	Year Group of Children Taught	Number on Roll	Scale (eg Main/UPR/Leadership) and any allowances	Full/Part-Time (Please state % of week) or Supply	Special Responsibilities
From	To							

**Full record of all other previous employment and experience**

(Non-teaching or unqualified teaching service)

Please state if full or part-time, voluntary or paid. If part-time state percentage of the week. All experience is valued and should be fully recorded. Please indicate if any previous employer, voluntary group involved with has closed down. Any dismissal or redundancy must be clearly stated.

Dates		Job Title and main duties	Employer or Organisation	Nature & brief summary of experience	Reason for leaving
From	To				

**Gaps in employment or training.** Please indicate and explain any gaps since the date you left secondary education. Continue on a separate sheet if necessary.

Dates from	Date to	Reason for gap

**ADDITIONAL INFORMATION.** Please indicate the ways in which your experience, skills, developed and potential, fit the post for which you have applied, and include a brief statement of your educational philosophy. Please ensure that you relate this to the job description and person specification. (Continue on a separate sheet if necessary.)

## Pensions

You will automatically become a member of the Teachers' Pension Scheme when you meet the eligibility criteria and scheme rules. This may be when you start working for us, or later on. You have the right to opt out of the scheme and if you do you will still be entitled to the basic state pension.

For more information about the Teacher Pension Scheme, please visit the website <https://www.teacherspensions.co.uk>

Do you receive payments from a Teachers Pension Scheme pension?

Yes  No

Are you in receipt of an ill health retirement pension which commenced on or after 1 April 1997?

Yes  No

**Disabled applicants** who meet all the essential criteria on the employee specification will be invited for an interview.

Do you consider yourself to be a Disabled person?

Yes  No

## References

References will be taken up at the same time as applicants are invited for an interview. Please give the name and address of two referees the school may seek information from regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer (see guidance notes). Otherwise it must be your most recent employer.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks will also be made on referees and their relationship to you. Family, ex/current partner, close friends are generally not acceptable referees.

Name: Address:  Tel no (incl area code): Fax: e-mail: Job title: Relationship to you:	Name: Address:  Tel no (incl area code): Fax: e-mail: Job title: Relationship to you:
If shortlisted for interview, please give any days or dates when you would NOT be available:	

Bristol City Council "works to ensure that its workforce reflects the diversity of the city's communities through its employment practices. The council will use all the power available to it, including the provisions of the Equality Act 2010 and appropriate European directives and subsequent case law to ensure this happens."

**Bristol City Council**  
**Application for Employment (Work with Children or Vulnerable Adults)**  
**Criminal records, convictions, cautions, reprimands, final warnings, bans etc**

**Important Information**

Please read and sign the declaration at the end of this section

**Applicants should be aware that providing false information to obtain employment is a criminal offence.**

It is a requirement of employment for this post that a Disclosure and Barring Service (DBS) check is obtained.

Part of the DBS check may include examining Local Authority Child Protection Registers where you have lived in the past. As part of our safer recruitment process we may also contact a number of your past employers regarding this application for employment.

Shortlisted applicants will be asked to bring proof of identity to interview eg current passport or photo-driving licence, plus at least one item of address related evidence.

If you are successful you will be required to complete an online Disclosure and Barring Service application which will result in a certificate being issued personally to you, directly from the Disclosure Service. Full details will be given on the DBS application process following any offer of employment. You will be required to evidence the DBS certificate to the Hiring Manager/Headteacher, once received, as part of your confirmation of employment.

**Please answer the following**

Have you ever been dismissed from employment for any reason other than redundancy?

**Yes      No**

If yes please give reasons below

Have you ever been suspended or subject to disciplinary action in any employment?  
**Yes No**

Have you ever been the subject of **any** proven/unproven investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately?  
**Yes No**

Have you previously used, or do you currently use, any other surname **Yes No**

If yes please state the other surname(s) used

Do you have a criminal record to declare (see guidance)(this includes criminal convictions or police cautions spent or otherwise)  
**Yes No**

If Yes, when did this take place

Have you ever been banned from working with children (up to 18) or vulnerable adults?  
**Yes No**

Are there any **current** criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions)  
**Yes No**

### **Additional Questions for Early Years Employees only**

Any employee whose role and responsibilities include working in the school's Nursery/Reception Class / before or after school provision is also required to confirm that they are a not disqualified from working within early years services by association.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence ?  
**Yes No**

Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?

**Or**

Living with someone who has been barred from with working with children?  
**Yes No**

Have your own children ever being subject to a Child Protection Plan, taken in Care or removed from your care as a result of abuse or neglect? **Yes No**

If you answer yes to any of the questions above, and you are shortlisted, the panel will discuss this at interview. You may wish to provide documentation concerning these.

### **Important**

In the event of answering yes to the above questions, please note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It will be weighed according to relevance and the circumstances and background to your record.

Are you subject to a ban under either the Protection of Children Act 1999; Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?

**Yes**

**No**

**Statement: I confirm that I have read and understand the above provisions. If completing this form electronically, you will be asked to sign a copy of this form if you attend an interview**

**Signed.....**

**Date.....**



## Bristol City Council Application Form (Work with Vulnerable Adults/ Children)

### Personal Details: Do not detach this sheet from the rest of the form.

Bristol City Council is working towards recruiting a workforce that fairly represents all sections of the community. To help us do this, we will detach this sheet before it is sent to a shortlisting panel and applicants will be identified by an applicant number only. Information on this sheet is strictly confidential.

<b>Job reference no:</b>	<b>Applicant no:</b> (for office use only)
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Title: (Please tick)	Mr	Mrs	Miss	Ms	Dr	Other
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Name:
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Other surnames previously known by, whether formally or informally. If offered a post, original evidence of identity and name changes will be required:

Address:	Post code:
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Telephone numbers (incl. Area code):	Home:	Daytime:
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Mobile	Textphone (Minicom)
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e-mail address
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DfE Number
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Are you applying for this job on a job share basis?	Yes	No.
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National Insurance No:	Gender:	Male	Female
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Date of birth (applicants must be aged over 16 when they commence employment):
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Please state below if you are related to or have a personal relationship with any councillor/ employee:

Name(s)	Relationship:
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Are you, or have you been, a Councillor with a Local Authority within the last twelve months?	Yes:	No:
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**'I declare that the information contained in every section of this application is correct and understand that any false or misleading information may make this application void. If employment has begun I may be dismissed without notice and may be prosecuted under the Theft Act'.**

Signed
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Date
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Bristol City Council is working to ensure that its workforce reflects the city's diverse population. In order

to assess our success in this we need full information regarding the gender, ethnicity and disability of all applicants. The information will be kept confidential and used only for monitoring purposes.

## Disability

With reference to the Equalities Act definition:

Do you consider yourself to be a Disabled person?	Yes		No	
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**Ethnic origin** Please note that these categories reflect those used in the 2001 Census.

How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the "other" categories.) Please tick one box.

White	WU	White British	
	WI	White Irish	
	WO	Other white	
Mixed	MC	White and black Caribbean	
	MA	White and black African	
	MS	White and Asian	
	MO	Other mixed	
Asian or Asian British	AI	Indian	
	AP	Pakistani	
	AB	Bangladeshi	
	AS	Other Asian	
Black or Black British	AC	Caribbean	
	AA	African	
	BS	Black Somali	
	AO	Other black	
Chinese or other	AH	Chinese	
	OE	Other ethnic group	
	UU	Don't know/not sure	
	RF	Would rather not state	

<b>Religion/belief</b>		<b>Sexual orientation</b>	
How would you describe your religion/belief?		How would you describe your sexual orientation?	
C	Christian	H	Heterosexual
B	Buddhist	G	Gay/lesbian
H	Hindu	B	Bisexual
J	Jewish	U	Don't know/not sure
M	Muslim	R	Would rather not state
S	Sikh		
O	Other		
N	None		
U	Don't know/not sure		
R	Would rather not state		
The collection of equalities information conforms with employment provisions in the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act (1995). This practice has been agreed with the trade unions and approved by elected members.		Please return the completed form via email to	

## Guidelines on the application form

Thank you for your interest in applying for a job in a Bristol City Council maintained school.

The following notes have been put together to help you understand our processes and how to fill in your application form as effectively as possible. You are advised to read them before you start.

**CVs will not be accepted.** All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. Selection will be made from this information only, so statements such as “see previous application” or “refer to personal file” [if an internal applicant] will not be acted upon.

## Making your application

### Understanding the job

Information about the job can be found in the documentation:

- The job advertisement gives brief details about the job
- The job description gives the duties and accountabilities in more detail
- The criteria on the employee specification show the knowledge, skills and experience you will require to do the job.

All this information should give you a clearer idea of what the job is about, and you can then decide whether you want to submit an application.

### The application form

How you complete the application form is very important because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification.

Applicants must meet at least all the essential criteria contained in the employee specification to be considered for interview for the job applied for.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it's extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, eg “Training”.

Please put your applicant number on any additional sheets so that they can always be linked to the main form - this can be found on the front page of the form.

Please explain any gaps in your employment history.

**Please send the completed application form to the school's address which is shown in the advert and NOT to any other address supplied with the job details.**

## Guidance regarding Disclosure and Barring Service checks

### Enhanced Level DBS Required

Please note that it is a requirement of employment that an enhanced level Disclosure and Barring Service (DBS) check is obtained for this post with Barring checks where appropriate. If you have received any criminal convictions or cautions at any time you should refer to the DBS guidance and information available at <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-befiltered-from-a-criminal-record-check>

A past criminal conviction will not normally prevent you being considered for employment; it will be necessary to consider the nature of the conviction(s) and other relevant factors having regard to the position applied for.

Criminal record checks are carried out in accordance with the DBS Code of Practice. More information can be found at <https://www.gov.uk/government/publications/dbs-code-of-practice> Any information received from your DBS certificate will be treated in a confidential manner and in accordance with the DBS Code of Practice.

In the event that you are appointed to this post DBS checks will be undertaken on a regular basis throughout your employment.

Further information regarding DBS checks can be found at :  
<https://www.gov.uk/disclosure-barring-service-check>

### Posts involving employment in Early Years

Any employee whose role and responsibilities include working in the school's Nursery/Reception Class/ before or after school provision is required to confirm that under the following legislation and regulations:

- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Early years Foundation Stage (Welfare Requirements) Regulations 2012
- Statutory framework for the early years foundation stage (September 2014)

that you are not disqualified from working within early years services or disqualified by association from working within early years services.

### Equality of opportunity

Bristol City Council is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy, and to help us do this we appreciate your co-operation in completing all sections of the personal details form. This information will not be used when shortlisting, and all information will be treated in the strictest confidence.

Do not send information which includes your name or other personal details, and if you include additional sheets to give further information on any of the sections on the application form, use the applicant number on the front of the form rather than your name to identify them. Do not enclose references or pictures of yourself.

The council is committed to making reasonable adjustments to make interviews and jobs more accessible to Disabled people.

As an equal opportunities employer, the council has a range of initiatives to help all employees balance working life with other responsibilities. The majority of work areas operate flexible working schemes, there is a Maternity and Caring Employees Scheme and assistance may be provided with

school holiday child care costs. There is a commitment to employee development at all levels, and schemes are being developed to assist employees from under-represented groups to progress in their careers.

## **Equality of information**

All applicants will receive the same information about the job, and if a contact officer is given, all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

## **References**

References will normally be taken up before the interview for all shortlisted candidates. If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are offered an interview. If you do not wish your referee to be approached at this stage you should request this in writing with reasons. No appointment will be offered without satisfactory references first being received.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family - you should make this clear on the form.

Should you never have been employed before you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

## **Canvassing**

Any sort of canvassing will lead to you automatically being disqualified. For example, you must not ask a Councillor or employee of the council to use their influence to help you get this job.

## **Elected members and politically restricted posts**

Elected members of local authorities cannot be appointed as officers of those authorities for 12 months following their term of office. Officers in politically restricted posts cannot engage in political activity.

## **Right to work**

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants not currently employed by the council will have to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services or any other appropriate official document before their first day of employment.

## **Late applications**

The completed application form must reach us by the stated closing date. Late applications may not be considered unless there are exceptional circumstances. Please note: It is your responsibility to ensure that your application is received by the school by the closing date indicated on the covering letter.

## **Recruitment files**

Application forms and recruitment files are confidential documents and will normally be seen by those who need to see them in order to recruit and select. Bristol City Council audits its recruitment

and selection processes, and therefore the Recruitment Auditor will also have access to any files for auditing purposes.

### **Complaints procedure**

If you feel you have not been treated fairly you can write to the Chair of Governors who will investigate your complaint in accordance with the school's complaints procedures. You will get a written reply and if something has gone wrong we will say so and try to put it right. Any complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

NB It may be useful for you to keep a copy of the application form for future reference.

May 2016