Oxfordshire County Council

Guidance Notes — Job Application Form in Microsoft Word Format

This form should only be used to make applications for advertised council vacancies.

You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace. To save it, click on "**File**", then "**Save As…**" and finally click the **Save** button (you can change the filename and location if you wish).

How to submit your job application form

1. Please fill in the pages that follow. The * symbol indicates fields that must be completed before submitting this form.

   The form is designed for completion using Microsoft Word or a compatible word processing program.

   Use the grey text areas and selection boxes to complete the form. The grey text areas (fields) will expand to accommodate information such as an address. Within the fields you can use the **Enter** key to start a new line. You can use the **Tab** key to move to the next field on the form. Each form field displays additional information in Word's status bar at the bottom of the screen. Press the **F1** key for further help with each field.

   If you wish to include more information than can be contained in the form fields, please put any additional information in the "*Relevant Skills and Experience*" section.

   Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

2. Save the document.

3. When you have finished, attach the document to an email, and return it to the email address given in the job information pack.

4. Alternatively you can print the completed document and send it by post to the address given in the information pack.

Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

Note our email is not encrypted. However, Oxfordshire County Council ensures that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. For full details please see our data protection statement at http://www.oxfordshire.gov.uk/termsandconditions.You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

How to get help

If you need help completing this application form please contact the school directly.

OXFORDSHIRE COUNTY COUNCIL

Application for Employment
Teaching Posts

CONFIDENTIAL

Please read the Guidance Notes above before completing this form

Post details			
Post applied for	*	Reference	
School name	*	Post location	

Personal details	
Title (Mr, Mrs, Mx etc.)	*Please select...
First name	*
Middle name	
Surname (family name)	*
All previous surnames	
National Insurance number	

Address details	
House name/ number & street	*
Address Line 2	
Town	*
County	
Postcode	*
Home phone	*Area code number
Work phone	Area code number
Mobile phone	*
Email address	* (Our main method of contacting you will be through the e-mail address you provide here)
Preferred contact method	Please select...

(form continues below)

Current employment or occupation	
Job Title (or course details if currently a student)	
Name and type of school (or University / College or employers name)	
Local authority	
Number of pupils on roll	
Age group taught	
Current salary (If part time include percentage of full time)	
Date started (month/ year)	

Previous employment or occupation

Please give a full history, in chronologial order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training, please record details providing an explantation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc.). Provide start and end dates for all occupations. If you need additional space, please place on a numbered continuation sheet.

Job title or Occupation	Name, local authority and type of school, or employer's name	Number of pupils on roll	Age group taught	Salary	Date started (month/ year)	Date left (month/ year)	Reason for leaving

(form continues below)

Qualifications

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) and any additional training you have undertaken which is relevant to the post which you are applying for. If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

Do you have Qualified Teacher Status (QTS)?	Please select...
Teacher reference number	
Name at time of degree, qualification or PGCE (if different)	

Name of qualification	**Subjects and grades or results expected**	**School/ College/ University attended**	**Date awarded (month/ year)**

(form continues below)

Training	
Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section.	
Name of course	Date completed (month/ year)

Relevant skills and experience
Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life. This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.

Please use this text field to describe your relevant skills and experience...

(form continues below)

Referees

Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.**

If you are (or have recently been) employed, one **must** be your current or last employer.

If you are (or have recently been) a student, one should be a senior staff member from your place of study.

If you are applying for any job in a school or working with children or young people in any other setting, and you are not currently working with children but have done so in the past, one referee should be from a senior manager in that organisation.

Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Referees:	**Referee 1** **(Current or most recent line manager)**	**Referee 2**	**Referee 3**
Title	*Please select...	*Please select...	Please select...
First name	*	*	
Surname (family name)	*	*	
Organisation name and position of referee	*	*	
Address	*	*	
Postcode			
Telephone (inc. area code)			
Email address			
May we contact this referee without further authority from you?	*Please select...	*Please select...	Please select...

(form continues below)

Additional details	
Is anyone in your household or family an employee, school governor or councillor of Oxfordshire County Council? *Please select... If you have answered "Yes" to the question above, please provide details:	
Do you require sponsorship under the UK points based registration system to take up this post?	*Please select...
If you answered "Yes" to the question above, please provide details	
When would you be available to start work?	
Where did you see this post advertised? (please tick). Website ☐ Publication ☐ Other ☐ Please provide details of where you saw this post	

Convictions policy

Oxfordshire Schools apply the Safer recruitment in Education standard to all appointments.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and bring this in a sealed envelope to interview.

We are asking you for this information because, as a local authority providing public services, we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the council's care who are receiving its services. The council's policy states clearly that only relevant convictions are taken into account.

Self declaration is subject to Ministry of Justice guidance on disclosure of criminal records. Further information can be found on https://www.gov.uk.

Any information you provide at shortlisting stage will be completely confidential and will be considered only in relation to the job for which you are applying.

Please note that any offer of employment will be subject to a satisfactory disclosure certificate from the Disclosure and Barring Service (DBS).

(form continues below)

Data Protection Statement
The personal information you provide on this form is collected and processed by Hampshire County Council on behalf of Oxfordshire County Council. Oxfordshire County Council is the data controller of your personal information. Please see Oxfordshire County Council's data protection statement at https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/aboutyourcouncil/corporateovernance/GenericPrivacyNotice.pdf and Hampshire County Councils general privacy notice at https://www.hants.gov.uk/aboutthecouncil/privacy Oxfordshire County Council will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and by submitting this application form you are consenting to our processing this for the purposes above. If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes. Under the General Data Protection Regulation 2016 and Data Protection Act 2018 .(the Data Protection Legislation) you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact the Freedom of Information and Data Protection, Oxfordshire County Council County Hall, New Road, OX1 1ND. Tel: 01865 815139

Declaration			
You cannot sign this form on screen. By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process. The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.			
Signed		Date	

(form continues below)

Equal opportunities
Oxfordshire County Council is an equal opportunity employer and is committed to promoting equality and social inclusion. The county council operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the county council monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below. The recruitment monitoring section of the application form will either be detached before the form reaches the selection panel or if on the online recruitment system this information will not be made available to them.

Personal details	
Surname (family name)	*
First name	*
Date of birth (dd/mm/yyyy)	*
Gender	*Please select...
Sexual Orientation	*Please select...
Do you consider that you have a disability?	*Please select...
Religion or belief	*Please select...
To which of the following groups do you consider you belong?	*Please select...
Are you employed by Oxfordshire County Council?	Please select...

Information for candidates with a disability

Oxfordshire County Council welcomes applications from all sectors of the community, including candidates with a disability.

The Equality Act 2010 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 815809.

Arrangements if selected for interview
If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

Interview information on audio tape ☐

Interview information in large print format ☐

Sign language or other assistance with communication at interview ☐

Other assistance details:

Induction loop in interview room ☐

Wheelchair-accessible location for interview ☐

Car parking space for interview ☐

Facility for personal carer, assistant or other person to accompany you at interview ☐

Other requirements — please give details:

Arrangements if appointed

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.

End of form.