

# Job application form

## Opportunities within Schools

### Guidance and Important Information

Thank you for applying for an opportunity in one of Westmorland and Furness Council's Schools. Please read through the guidance notes before completing your application form.

- All sections of the application form must be completed by typing in the blank fields
- Please note that DBS checks will be completed for posts which require them. The level of DBS check required will be outlined in the information for the vacancy. Where the level of check needed for the role includes a children's and / or adults barred list check, the role will include regulated activity with that respective group. It is a criminal offence for someone that is barred from working with children and / or adults to apply to work in regulated activity with them.
- In line with current Keeping Children Safe in Education Guidance, eligible candidates will be asked to declare any relevant criminal offences prior to the interview process. Further details on this will be provided following the shortlisting stage. Candidates need not declare any offences at this application stage.
- Applicants with previous criminal offences can access Westmorland and Furness Council's policy on employment of ex-offenders below:
  - [Link to policy on employment of ex-offenders](#)

Child protection is of upmost importance to us and the relevant child protection policies and practices can be accessed via the Cumbria Safeguarding Childrens Partnership (CSCP) website or viewed via the link below:

[https://cumbrialscb.proceduresonline.com/chapters/full\\_contents.html#core](https://cumbrialscb.proceduresonline.com/chapters/full_contents.html#core)

- Additionally, please visit the school's website for further policy and practice information on child protection.

## Section 1. Your Details

Title :Click or tap here to enter text.

Forename(s): Click or tap here to enter text.

Surname: Click or tap here to enter text.

Post for which you are applying: Finance and Admin Assistant

Post reference number: FinanceAdmin26

Where did you see the post advertised? Click or tap here to enter text.

### Please delete as appropriate

Are you an internal applicant? Yes  No

Are you on the Alternative Employment Programme? (Internal applicants only) Yes  No

Are you working with WMF through an agency? Yes  No

## Section 2. Guaranteed Interview Scheme

Westmorland and Furness Council offers a guaranteed interview scheme to the following applicants:

- Those who consider themselves disabled as defined by the Equality Act 2010
- Those in care or have left care and are aged 24 and under
- Armed forces veterans whose last long term substantive employer was the armed forces

If you meet one or more of the criteria above, and wish to be considered for this scheme, a guaranteed interview will be offered so long as your application can demonstrate you meet the essential criteria for the role. If you wish to be considered for the guaranteed interview scheme, please indicate which criteria you meet below:

Are you in care, or a care leaver? Yes  No

Do you consider yourself disabled? Yes  No

Are you an Armed Forces Veteran? Yes  No

## Section 3. Your Personal Details Continued

Address: Click or tap here to enter text.

Correspondence Address: (if different)  
Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone: [Click or tap here to enter text.](#)

Email: [Click or tap here to enter text.](#)

Have you been known by a different name or changed your name by Deed Poll? Yes  No

If yes, provide details including any former names: [Click or tap here to enter text.](#)

Are you related to any member or employee of Westmorland and Furness Council?

Yes  No

If yes, state whether a member of the council, or if an employee, their name, occupation and your relationship to them. [Click or tap here to enter text.](#)

## Section 4. Supporting Information

Please provide a personal statement covering the qualities, skills and experience you have that are relevant to your suitability for the post advertised and how you meet the requirements of the person specification.

The information you provide in this section will be used when shortlisting applications for interview so it is very important that you provide as much information as possible.

If you run out of space you can attach additional sheets to your application. Please ensure these are signed and dated.

Supporting Statement: [Click or tap here to enter text.](#)

## Section 5. Your Employment History

Please provide details of your present (or last) employment and reason for leaving

Additionally, in line with safer recruitment practices, please provide a full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment, leaving no periods of time unaccounted for.

Please continue on an additional sheet if necessary.

**Current / Most Recent:** Click or tap here to enter text.  
**Employer**

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Date From:** Click or tap here to enter text.

**Date To:** Click or tap here to enter text.

**Salary:** Click or tap here to enter text.

**Notice Required:** Click or tap here to enter text.

**Reason for Leaving:** Click or tap here to enter text.

**Description of Duties:**  
Click or tap here to enter text.

**Previous Employer:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Date From:** Click or tap here to enter text.

**Date To:** Click or tap here to enter text.

**Salary:** Click or tap here to enter text.

**Notice Required:** Click or tap here to enter text.

**Reason for Leaving:** Click or tap here to enter text.

**Description of Duties:**  
Click or tap here to enter text.

**Previous Employer:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Date From:** Click or tap here to enter text.

**Date To:** Click or tap here to enter text.

**Salary:** Click or tap here to enter text.

**Notice Required:** Click or tap here to enter text.

**Reason for Leaving:** Click or tap here to enter text.

**Description of Duties:**  
Click or tap here to enter text.

I have provided further employment details on an additional sheet **YES**  **NO**

Please provide any further details relating to any gaps in employment or full time education.  
Click or tap here to enter text.

Have you ever spent time living abroad? **YES**  **NO**

Please provide further details:  
Click or tap here to enter text.

## Section 6. Your Qualifications

Use the space below to tell us about the qualifications you hold or are working towards which are related to the post for which you are applying.

If successful in your application you will be required to provide original documentation of qualifications.

Establishment	Dates Attended	Awarding Body	Subject
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

## Section 7. Your Professional Membership Details

**Professional Body:** Click or tap here to enter text.

**Membership Status:** Click or tap here to enter text.

**Membership Number:** Click or tap here to enter text.

**Date Attained:** Click or tap here to enter text.

**Expiry Date:** Click or tap here to enter text.

:

### Teaching Applications Only

**Date gained qualified teacher status:** Click or tap here to enter text.

**Probation Induction Completed:** Click or tap here to enter text.

**Teacher Reference Number:** Click or tap here to enter text.

## Section 8. References

Please note, this vacancy is in scope of the recruitment practices outlined in the Keeping Children Safe in Education guidance. As such your references will be contacted prior to interview.

A minimum of 2 references will be obtained as part of the safer recruitment process. Further references can be requested where required, for example, if a further reference is needed to cover a longer time period. The school will be in touch for further referee information if this is required.

**Reference 1:** A reference from your current or most recent employer is required and the named referee should be a senior person with appropriate authority. For example, in school settings, this would be the head teacher / principal.

**Reference 2:** If you have previously worked with children but are not currently working with them, please provide an employment reference from the last time you worked with children.

If this does not apply, you should provide a further employment reference. However, if this is not possible (for example, the organisation no longer operates, or you have recently left education), one character reference can be obtained. Character references should be completed by those who have known you for more than 3 years. They should work in a professional capacity, for example a teacher, doctor, police officer or are from a recognised association.

**Current/ most recent employer reference**

**Name:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Email Address** (this should be a company address):  
Click or tap here to enter text.

**Address / Contact Details:**  
Click or tap here to enter text.

**Relationship to Referee:**  
Click or tap here to enter text.

**How long have you known them for?**  
Click or tap here to enter text.

**Contact Telephone Number:**  
Click or tap here to enter text.

**Previous employer or character reference**

**Name** (note if Employment or Character ref):  
Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**Address / Contact Details**  
Click or tap here to enter text.

**Relationship to Referee**  
Click or tap here to enter text.

**How long have you known them for?**  
Click or tap here to enter text.

**Contact Telephone Number:**  
Click or tap here to enter text.

## Section 9. Right to work in the United Kingdom

Do you have the right to work in the UK? YES  NO

Do you have any restrictions on your right to work in the UK (for example, student visa, limited time to remain, or sponsored by another employing organisation)? YES  NO

If yes, please provide further details below:

[Click or tap here to enter text.](#)

National Insurance Number: [Click or tap here to enter text.](#)

## Section 10. Declaration

To the best of my knowledge I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- a) The provision of false information may result in disqualification from the recruitment process or termination of employment.
- b) The information provided on this application may be stored and processed by Westmorland and Furness Council for a period of four months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.
- c) Where I cannot provide evidence of qualifications, suitable references and/or the right to work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.
- d) Canvassing of Officers or Members of the Westmorland and Furness Council or any Committee, directly or indirectly for any appointment will disqualify my application.
- e) I understand and consent that, as part of the shortlisting process, schools and colleges may undertake an online search as part of their vetting due diligence in line with Keeping Children Safe in Education Guidance. The purpose of this will be to identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore at interview.
- f) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks that may be made.
- g) Westmorland and Furness Council must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.

Signature: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

## Section 11. Equality and Diversity

The information you provide here will not form part of the recruitment and selection process and will not be seen by the short-listing panel.

*ADMIN- This information to be separated, recorded and confidentially secured. NOT to be shared with recruitment panels.*

### Post Details:

**Reference:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Advertised in:** Click or tap here to enter text.

### Gender:

**Legal Gender:** Male  Female  Decline to specify

**Gender identifier:** Male  Female  Non binary / Third gender   
Self-describe  Decline to specify

### Ethnic Origin:

Please tick the box that you feel best describes your ethnic origin

African <input type="checkbox"/>	Arab <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	Gypsy and Roma <input type="checkbox"/>
Indian <input type="checkbox"/>	Other Asian <input type="checkbox"/>	Other Black <input type="checkbox"/>
Other Category <input type="checkbox"/>	Other Mixed <input type="checkbox"/>	Other White <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Traveller-Irish Heritage <input type="checkbox"/>	White-British <input type="checkbox"/>
White-Irish <input type="checkbox"/>	White and Asian <input type="checkbox"/>	White and Black African <input type="checkbox"/>
White and Black Caribbean <input type="checkbox"/>	Decline to specify <input type="checkbox"/>	

### Age:

16-24 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/>
45-59 <input type="checkbox"/>	60-74 <input type="checkbox"/>	75+ <input type="checkbox"/>
Decline to specify <input type="checkbox"/>		

### Employment:

Are you currently in paid employment? Yes  No  Decline to specify

With Westmorland and Furness Council? Yes  No  Decline to specify

**Religion and Belief:**

Please tick the box that you feel best describes your Religion and Belief

- |   |   |   |
|---|---|---|
| Agnostic <input type="checkbox"/>           | Atheist <input type="checkbox"/>              | Buddhism <input type="checkbox"/>                 |
| Buddhist-Hinayana <input type="checkbox"/>  | Buddhist-Mahayana <input type="checkbox"/>    | Christian <input type="checkbox"/>                |
| Christian-Orthodox <input type="checkbox"/> | Christian-Protestant <input type="checkbox"/> | Christian-Roman Catholic <input type="checkbox"/> |
| Confucianism <input type="checkbox"/>       | Hinduism <input type="checkbox"/>             | Islam-Shiite <input type="checkbox"/>             |
| Islam-Sunni <input type="checkbox"/>        | Jewish <input type="checkbox"/>               | Judaism-Hassidic <input type="checkbox"/>         |
| Judaism-Orthodox <input type="checkbox"/>   | Judaism-Reformed <input type="checkbox"/>     | Muslim <input type="checkbox"/>                   |
| No Religion <input type="checkbox"/>        | Pagan <input type="checkbox"/>                | Shintoism <input type="checkbox"/>                |
| Sikhism <input type="checkbox"/>            | Taoism <input type="checkbox"/>               | Undeclared <input type="checkbox"/>               |

**Sexual Orientation:**

- |  |   |                                       |
|--|---|---------------------------------------|
| Heterosexual <input type="checkbox"/>  | Gay / Lesbian <input type="checkbox"/>                    | Heterosexual <input type="checkbox"/> |
| Self-Describe <input type="checkbox"/> | Undeclared / Declined to specify <input type="checkbox"/> |                                       |

**Applicants with disabilities**

Westmorland and Furness Council is a Positive about Disabled Employer. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010?      Yes       No