

# Application for Employment

STRICTLY CONFIDENTIAL

This form is to be used **only** for Vacancies in Schools which are not advertised through the Cumbria County Council Current Vacancies on-line application service.  
Cumbria County Council **will not accept** this application form for County Council vacancies.  
Please read the guidance notes before completing this application form.

Post Reference

Post Title

Post Advertised in

## Section One

Surname *(Block Letters)*

Full Forenames *(Block Letters)*

Correspondence Address

Home Address *(If different)*

Daytime Telephone

Alternative Telephone

Have you been known by a different name or changed your name by Deed Poll?

Yes

No

*(If yes, please provide details)*

### **Asylum and Immigration Act 1996**

The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

**Do you have the right to live and work in the United Kingdom?**     Yes     No

**National Insurance Number** *(If applicable)*

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### **Relationship**

If, to the best of your knowledge, you are related to any Member or employee of Cumbria County Council please state whether a Member of the Council, or if an employee, occupation, together with the name, address and relationship to such person.

**Canvassing directly or indirectly will automatically disqualify you from the recruitment process**

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### **Applicants with Disabilities**

Cumbria County Council will guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. 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







**Present Employment** (*Present or most recent employment details*)

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Name and address of employer

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Job Title

Salary

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Date of appointment

Date of leaving (*If applicable*)

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Period of notice required

Date available to commence employment

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Reason for leaving (*If applicable*)

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Main duties and responsibilities

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**Previous Employment**

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In date order, most recent first, with no gaps unaccounted for. Continue on a separate sheet if necessary.

(We may contact all or any employers you have listed below in order to verify the employment details stated.)

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Name and address of Employer	Period		Job title and brief description of role and responsibilities	Reason for leaving
	From	To		

## Section Three

**Additional Information** *(Please refer to the guidance notes before completing this section)*

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## **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 the school for a period of 6 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 live and work in the United Kingdom the offer of employment may be rescinded and / or employment terminated.
- d) Canvassing of Officers or members of the County Council or any Committee, directly or indirectly for any appointment will disqualify my application.
- e) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) failure to disclose any convictions spent or otherwise will result in non appointment or disciplinary action and potential dismissal.
- f) Where the post for which I am applying requires me to work with children and / or vulnerable adults I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record spent or otherwise.
- g) 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 verifications checks that may be made.
- h) Cumbria County 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. We do not acknowledge receipt of application forms unless accompanied by a stamped addressed envelope.

**Date**

**Signature**

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Return the completed application form to:

(Insert School Address)

# Equality & Diversity Monitoring Form

STRICTLY CONFIDENTIAL

Please read the guidance notes before completing this application form

Post Reference

Post Title

Post Advertised in

Please tick boxes as appropriate

## Gender

Male  Female  Transgender  Undeclared

## Ethnic Origin *(Please tick the box that you feel best describes your ethnic origin)*

### White

British  
 Irish  
 Traveller of Irish Heritage  
 Gypsy/Roma  
 Any Other White Background *(Please specify)*

### Mixed

White & Black Caribbean  
 White & Black African  
 White & Asian  
 Other Mixed Background *(please specify)*

### Asian/Asian British

Indian  
 Pakistani  
 Bangladeshi  
 Any Other Asian Background *(Please specify)*

### Black/Black British

Caribbean  
 African  
 Any Other Black Background *(please specify)*

### Chinese or other ethnic group

Chinese

### Undeclared

Other *(Please specify)*

Date of Birth

Undeclared

## Employment

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Are you currently in paid employment?  Yes  No  Undeclared

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With Cumbria County Council?  Yes  No  Undeclared

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## Religion and Belief

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Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No Religion

Other Religion

Undeclared

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## Sexual Orientation

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Heterosexual (Orientation towards people of the opposite sex)

Lesbian or Gay (Orientation towards people of the same sex)

Bisexual (Orientation towards people of the same and opposite sex)

Undeclared

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### Applicants with Disabilities

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We guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. 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

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*(If yes, please list below any reasonable adjustments you would request)*

During the interview process: \_\_\_\_\_ In carrying out the role for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_