



Some schools are  
excluded as  
commitment is on  
an individual basis

# **Application Form for Support Roles**

## **Community and Voluntary Controlled Schools**

**APPLYING FOR A JOB WITH LANCASHIRE COUNTY COUNCIL**  
**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**SOME POINTS TO BEAR IN MIND BEFORE YOU START**

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form, as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regard to employment.

**Please note** that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK.

**The Equality Act 2010 defines a disabled person as:**

(Relevant to question 10 and question 6 of the Monitoring Job Applicants Form) 'A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.' Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement.

**APPLICATION FORM**

The following headings correspond to some of the appropriate sections in the application form:

Post applied for:	The full job title should be completed and the relevant School shown.
Name and Address:	Make sure that your full name (including any previous names), address and telephone number are legibly written.
Present Appointment and Previous Employment	Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment.
Education and Professional Qualifications:	Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained.

\_\_\_\_\_



Lancashire County Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, or religion or belief, unless this can be objectively justified.

**Please read the accompanying note 'How to complete the Application Form' before completing this form**

## Application for the post of

School/Service	Grade
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To be returned by \_\_\_\_\_

**PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS**

## 1. Personal

Title	Forename	Surname
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Previous name(s)

Home Address

Postcode

Telephone Number(s) Please indicate a preferred Method of contact.	Home	Preferred	<input type="checkbox"/>	Mobile	Preferred	<input type="checkbox"/>	Work	Preferred	<input type="checkbox"/>
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May we contact you at work? Yes ☐ No ☐

Email address

If you supply an email address you are agreeing to receive all further correspondence regarding your application via email.

National Insurance number		
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## 2. Present Position

Present post/job title

Name and address of present employer

Date appointed	Salary/grade	Notice period
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### Previous employment and voluntary experience

(Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving

**DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET.**

**3. Education (details of Secondary Schools, Colleges, Universities and Professional Education)**Schools/Colleges/Universities and Professional Education  
(including start and end dates)\*Qualifications obtained  
(including Awarding Body, grades and dates)***\*Certificates for qualifications shown as essential will be checked at interview***

Current course of study (if any) and the date you expect to complete it

Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training, etc.)

Membership of professional bodies

**You must be registered with the HCPC to practise as a Social Worker**

Health and Care Professions Council (HCPC) registration number

HCPC registration date

#### 4. Experience or achievements

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.

Also include any appropriate voluntary and other interests (membership of relevant societies etc.)

Please use an additional sheet if necessary.

**DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET**

**5.** Do you hold a current full driving licence for a car  
(or other relevant vehicle)? *(Click as appropriate)*

☐

Yes

☐

No

☐

Not required for post

**6.** Do you consider yourself to have a disability?

For a definition, see our advice note 'How to complete the application form'.

☐

Yes

☐

No

*(Click as appropriate)*

**7.** Canvassing directly or indirectly will disqualify candidates. Please state whether you are related to or have a close relationship with any existing employee or employer (including councillors and governors)

**8.** By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.

I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, If I am appointed, may be liable to summary dismissal with possible referral to the police

Signed:

Date:

### Details of Referees

Please give the name, address and occupation of two referees and state their relationship to you (eg employer/ supervisor/tutor). Where appropriate, one referee should be your current or most recent employer. **Please refer to the guidelines for advice on appropriate referees.**

**The Authority reserves the right to seek any further references deemed appropriate.**

1	2
Postcode ..... Telephone No. ....	Postcode ..... Telephone No. ....
Email address .....	Email address .....
Relationship .....	Relationship .....

**When you have completed the application form please send to the contact details as specified on the vacancy advert.**

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

# Recruitment Monitoring in Employment

## MONITORING JOB APPLICANT'S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **WITH** your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

### Details of the job you have applied for

Name of School/Service: \_\_\_\_\_ Job title \_\_\_\_\_

Job Ref: \_\_\_\_\_ Grade: \_\_\_\_\_  
(if known)

<p><b>1. Name (in block capitals)</b></p>   <p><b>2. I am:</b> (Please check the appropriate box)</p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">MALE</td> <td style="width: 50%;">FEMALE</td> </tr> <tr> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> </tr> </table>	MALE	FEMALE	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>5. Please check the box which best describes your ethnic/cultural/racial origin</b></p> <p>(O) <input type="checkbox"/> White British</p> <p>(9) <input type="checkbox"/> White Irish</p> <p>(H) <input type="checkbox"/> Any other White background (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-top: 5px;"></div> <p>(J) <input type="checkbox"/> Mixed White and Black Caribbean</p> <p>(K) <input type="checkbox"/> Mixed White and Black African</p> <p>(L) <input type="checkbox"/> Mixed White and Asian</p> <p>(M) <input type="checkbox"/> Any other Mixed background (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-top: 5px;"></div> <p>(4) <input type="checkbox"/> Asian or Asian British Indian</p> <p>(5) <input type="checkbox"/> Asian or Asian British Pakistani</p> <p>(6) <input type="checkbox"/> Asian or Asian British Bangladeshi</p> <p>(8) <input type="checkbox"/> Any other Asian or Asian British background (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-top: 5px;"></div> <p>(1) <input type="checkbox"/> Black or Black British Caribbean</p> <p>(2) <input type="checkbox"/> Black or Black British African</p> <p>(N) <input type="checkbox"/> Any other Black or Black British background (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-top: 5px;"></div> <p>(7) <input type="checkbox"/> Chinese</p> <p>(A) <input type="checkbox"/> Any other ethnic group (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-top: 5px;"></div>	<p><b>6. Do you consider yourself to have a disability or to be a deaf person?</b> <input type="checkbox"/> YES</p> <p>(Please see the definition of disability in the advice note 'How to complete the application form'.)</p> <p><input type="checkbox"/> NO</p> <p><b>7. How did you find out about this job?</b> (Please check the appropriate box)</p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Internal circular</td> <td style="width: 50%;">Job centre</td> </tr> <tr> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Newspaper/journal (please say which)</td> <td style="width: 50%;">Internet (please say which site) or other source...</td> </tr> <tr> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table>	Internal circular	Job centre	<input type="checkbox"/>	<input type="checkbox"/>											Newspaper/journal (please say which)	Internet (please say which site) or other source...	<input type="checkbox"/>	<input type="checkbox"/>		
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<input type="checkbox"/>	<input type="checkbox"/>																									
<p><b>Thank you for your assistance.</b> <b>Your co-operation will help promote equality of opportunity</b></p>																										

## DATA PROTECTION ACT

The information you supply about yourself as part of the application procedure is handled according to the requirements specified in data protection legislation. This includes the Data Protection Act 2018 and the General Data Protection Regulation.

Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then confidentially destroyed. Equal Opportunities information is anonymised and then used for statistical monitoring purposes.

The Lancashire County Council contact for data protection matters is:

The Data Protection Officer  
PO Box 100, County Hall, Preston, PR1 8XJ

**NB: Please do not return your completed application form to this address, please return to the recruiting manager as specified on the vacancy advert.**

## FINAL CHECKLIST

Please ensure that you have:

- ☐ filled in all relevant parts of the form
- ☐ signed and dated the form
- ☐ completed the monitoring form (**this is essential if your application is to be considered**)
- ☐ read and understood the Data Protection details above