

APPLICATION FORM CONFIDENTIAL

This form is also available in Welsh

**PLEASE RETURN THIS FORM TO
THE ADDRESS WHICH APPEARS
IN THE ADVERTISEMENT**

For office use only:

Applicant Number:

Date Received:

VACANCY REFERENCE NUMBER:

POST APPLYING FOR:

SCHOOL:

NOTES FOR CANDIDATES

PLEASE USE BLACK INK OR BLACK TYPE

- No late applications will be considered whatever the reason.
- Please be advised that it is not our current policy to acknowledge application forms. We will write to you should you be successful in being short-listed for interview.
- Referees of short-listed candidates will be approached for references.
- Canvassing disqualifies.

1. PERSONAL DETAILS

Date Gained NPQH (Please attach copy of certificate- if applicable)		Teacher Registration Number (if applicable)	
Is your induction period completed (if applicable)? If NO, please indicate period that is outstanding:			
Please confirm which language you would like to receive future correspondence			
Welsh <input type="checkbox"/>		English <input type="checkbox"/>	
The Authority welcomes correspondence in Welsh and corresponding in Welsh will not lead to any delay			
Surname			
First Names			
Mr/ Mrs/ Miss/ Ms/ Dr/ Other			
Address for Correspondence (Please include Postcode)			
Daytime / Evening Telephone No.			
Mobile Telephone No			
E mail Address			

Any other name by which you have been known			
National Insurance Number			
2. PRESENT OR MOST RECENT EMPLOYMENT Please complete either (A) or (B)			
(A) IN A SCHOOL			
Name of school			
Education Authority			
Job Title			
Number on Roll		Group	
Date Employed (from – to)			
Salary and other remuneration details			
To whom immediately responsible			
Brief description of duties			
Reason for leaving (if applicable)			
Notice required			
(B) IN ANY OTHER INSTITUTION			
Employer / Organisation			
Job Title			
Date Employed			
Salary and other remuneration details			
To whom immediately responsible			
Brief description of duties			

Reason for leaving (if applicable)	
Notice required	

3. PREVIOUS WORK EXPERIENCE

Please start with most recent experience and account for any breaks in employment. You may continue on a separate sheet if necessary. Please do not include teacher training placements.

From	To	Organisation Name and Location	Your position and remuneration detail	Brief description of duties and reason for leaving	Number on roll (if applicable)	Ages of pupils taught (if applicable)

4. EDUCATION AND TRAINING

Please Note: You will be required to provide evidence of any qualifications/membership of professional/regulatory bodies that are essential for the post you are applying for.

Educational Establishment			
Academic Qualifications (Please provide grades where applicable)	Subject	Grade	Date
Other skills Give details of any other relevant certificates/diplomas or courses attended, not included above.			
Are you currently studying? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date of Completion	Course Title & College	Qualification	
Are you a member of a professional organisation? (includes registration with EWC) Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date	Name of Professional Organisation	Level of Membership	

5. WHY ARE YOU APPLYING FOR THIS POST

Please explain how your skills, experience and aptitudes make you suitable for this position and why this job is of interest to you, giving evidence of proven experience against the criteria noted in the person specification. You may continue on a separate sheet(s) if necessary.

Continued (if necessary).....

6. INTERVIEW INFORMATION

All applicants who have a disability and meet the minimum criteria for the post will be offered an interview in line with the Isle of Anglesey County Council's commitment to providing opportunities for people with a disability



Are there any dates on which you would NOT be available for interview?

Yes No

If yes, please confirm dates you are NOT available:

In which language would you prefer your interview to be conducted?

Welsh English

7. DRIVING DETAILS

Do you hold a full valid driving licence?

Yes No

Do you own a car?

Yes No

8. RELATED

Are you related to any Elected Member or Employee of Anglesey County Council?

Yes No

If yes, please give details:

9. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 & POLICE ACT 1997 – DISCLOSURE & BARRING CHECKS

Please give details of any convictions or charges outstanding of all offences (or alleged offences) including driving offences. If you inadvertently disclose a conviction, which is regarded as 'Spent' it will be ignored.

If the post you are applying for includes working with children or vulnerable adults (regulated activity) the post is classed as an exempt post under the Rehabilitation of Offenders Act 1974 and it will be subject to a Disclosure & Barring check (as noted on the Job Description). You **must** therefore disclose any convictions, bind-over orders, cautions or charges pending, whether current or spent. Failure to disclose this information is a criminal offence and could result in dismissal, disciplinary proceedings or rejection of your application.

Do you have any convictions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014 by SI 2013 1198).

Yes No

If Yes, please provide details, including dates, in a separate letter with your application form. A criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the job and the circumstances and background of your offences.

Are you under any order, or awaiting a hearing, by the CIW, the EWC, or any other professional body?

Yes No

Isle of Anglesey County Council is committed to protecting and safeguarding the most vulnerable people in our community. Rigorous pre-employment checks are undertaken for all appointments as part of our recruitment and selection process.

If you fail to give us relevant information or give false information this may result in any offer of employment being withdrawn or if already in employment, disciplinary action and dismissal.

10. ASYLUM AND IMMIGRATION ACT 1996

Under the Immigration, Asylum and Nationality Act 2006 the Council has a responsibility to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. In observing this Act you will need to produce documentation which confirms your entitlement.

Do you need permission to work in the UK	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is this time limited	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what is the expiry date?	_____	

11. REFERENCES

Please give name, full postal addresses, email and contact telephone number of two referees, one of whom should be your present or immediate past employer.

References will be taken up for shortlisted candidates only and any offer of employment is subject to references that the Council deems satisfactory.

For insurance purposes, if you are appointed we are required to take up references with all your previous employers within three years of the date of this application. For regulated activity posts we are required to contact all previous employers where you worked in a position which involved work with children or vulnerable adults. Details of all previous employers should be listed in Section 3.

Officers of Anglesey LEA may not act as referees unless specific line managers.

Name		Name	
Job Title		Job Title	
Full Postal Address		Full Postal Address	
Email		Email	
Telephone Number		Telephone Number	

Please tick the box provided if you do not wish us to contact your referees without specific consent from you*

* Please note that referees for short-listed candidates for regulated activity posts (dealing with children & vulnerable adults) **will** be contacted prior to interview, which will not be subject to your consent.

12. Language Skills

Welsh Language Skills (Please see the skills framework attached)

Listening and Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

English Language Skills (Please see the skills framework attached)

Listening and Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

Where did you see the advert for this vacancy?

Have you retired under any pension scheme including Teachers Early Retirement arrangements?

Yes No

I declare to the best of my knowledge and belief, the information I have given in applying for employment is true and accurate. I understand that any offer or employment is conditional upon the accuracy of this information.

Sign:

Date:

Data Protection Act 2018

The information given may be processed by computer and will be used for recruitment and selection purposes only. This application will be kept for a maximum of 6 months following the recruitment process, and all successful applicants' forms will become part of their personnel file.

Language Skills – Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh/English
2	Able to understand a basic social conversation in Welsh/English
3	Able to follow routine conversations involving work between fluent Welsh/English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh/English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision