



## Invigilator Application

Personal Details			
Title:		Address:	
Forename:			
Surname:			
Home Telephone:		Post Code:	
Mobile Number:		Email Address:	
Disclosure of Criminal Background			
Have you ever been found guilty of any criminal offence?			Yes/No
If yes, please specify date of conviction, caution, conditional discharge or bind-over, court, nature of offence and sentence imposed.			
<p>Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post for employment' (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements.</p> <p><b>If this post involves working with children or vulnerable adults.</b></p> <p>I certify that I am not included on List 99; that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by regulatory body or subject to any ongoing investigation into any matter which may bring into question my suitability for the pose applied for.</p>			
Signed		Date	

**Do you consider yourself to have a disability, or to be a deaf person?**

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

Yes/No

**Details of Referees**

Please give the name, address and occupation of two referees and state their relationship to you (e.g. employer / supervisor / tutor).

1.		2
Postcode:		Postcode:
Telephone no:		Telephone no:
Email address:		Email address:
Relationship:		Relationship:

By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

**I certify that to the best of my knowledge all the information I have given is correct. 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 dismissed without notice.**

Signed

Date

Form returnable to:

The Exam Officer  
Alder Grange Community &  
Technology School  
Calder Road  
Rawtenstall  
Lancs  
BB4 8HW  
nandrew@aldergrange.com

Electronic Copies may be returned to:

# 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.

Job Title	Exams Invigilator
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Name (in block capitals)	
Gender	
Marital Status	
Date of Birth	
Ethnic Origin	
Do you consider yourself to have a disability or to be a deaf person?	
How did you find out about this job?	

Thank you for your assistance. Your co-operation will help promote equality of opportunity.

#### Data Protection Act 1998 – Fair Processing Statement

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998. The 'data controller' in respect of information about job applicants for this post is Lancashire County Council.

We will use the information for recruitment purposes and, if you are successful, this information will be used for your personal employment data. If you are unsuccessful, we will keep your application for a maximum of 12 months from the closing date and then destroy it. We use equal opportunities information for statistical monitoring purposes which are unrelated to named individuals.

With the applicants consent, we may keep details of unsuccessful applicants for casual posts for longer than 12 months.

The Lancashire County Council contact for data protection matters is:

The Protection Officer  
P.O. Box 100  
County Hall (Room C21)  
Preston  
PR1 0LD

Email: [data.protection@lancscc.gov.uk](mailto:data.protection@lancscc.gov.uk)

NOTE: Please return your completed application to the postal or email address on page 2.