

|  | Image result for Disability Confident logo |
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**Application Form for Pastoral Mentor**

**Community and Voluntary Controlled Schools**

| **Private and Confidential** | Job Ref No. | 193864 |
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| Image result for Disability Confident logo | 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. |
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### **Please read the accompanying note ‘How to complete the Application Form’ before completing this form**

|  |  | **Application for the post of** | | | Pastoral Mentor | | | |  |
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|  |  | School/Service | | Alder Grange | | | Grade | 6 |  |
|  |  | To be returned by | ASAP TO RECEPTION@ALDERGRANGE.COM | | |  |  | |  |
|  |  |  |  | | |  |  | |  |

|  |  | **PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS** | | | | | | | | | | | | | | | | | | | |  |
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|  |  | **1. Personal** | | | | | | |  | | | | |  | |  | | | | | |  |
|  |  | Title | |  | | | Forename | |  | | | | | Surname | |  | | | | | |  |
|  |  | Previous nme(s) | | | | |  | | | | | | | | | | | | | | |  |
|  |  | Home Address | | | |  | | | | | | | | | | | | | | | |  |
|  |  |  | | | |  | | | | | | | | | | | | | Postcode | |  |  |
|  |  | Telephone Number(s)  Please indicate a preferred  Method of contact. | | | | | | Home | | Preferred ☐ | | Mobile | | | Preferred ☐ | | | Work | | Preferred ☐ | |  |
|  |  |  | | | |  | | | | | |  | | | |  |
|  |  |  | 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** | | | | | | | | | | | |  |
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|  |  | Present post/job title | |  | | | | | | | | | |  |
|  |  | Name and address of present employer | | | |  | | | | | | | |  |
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|  |  |  | | | | | | | | | | | |  |
|  |  | 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 | |
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|  | **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) | | | | | |
|  |  | | | | | | | |  | | | | | |
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***\*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 |
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|  | Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training, etc.) |
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|  |  |
|  | 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** |
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|  | 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. |
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**DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET**

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|  | **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 |
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|  | **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)* |
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|  | **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)** |
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|  | **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**  **Please note that it is an offence to apply for this role if you are barred from engaging in regulated**  **activity relevant to children.**  **Signed……………………………………………………………. Date………………………………………** | | | |
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| **Details of Referees** | | | | | | | | | | | | |
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| 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.** | | | | | | | | | | | | |
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|  | | | | | |  |  | | | | | |
| 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. |  |
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| **Details of the job you have applied for** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School/Service: | |  | Job title | |  |  |
| Job Ref: |  | | Grade: |  | |  |
| (if known) | | | | | | |

| 1. Name (in block capitals) | |  | 5. Please check the box which best describes your ethnic/cultural/racial origin | |  | 6. Do you consider yourself to have a disability or to be a deaf person?  (Please see the definition of disability in the advice note ‘How to complete the application form’.) | | ☐  yes  ☐  no |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |
|  | (O) ☐ | White British |  |
|  | (9) ☐ | White Irish |  |
|  | (H) ☐ | Any other White background |  |
|  |  | (please type in) |  |
| 2. I am:  (Please check the appropriate box) | |  | |  | | --- | | |  | 7. How did you find out about this job?  (Please check the appropriate box) | | |
|  | (J) ☐ | Mixed White and Black Caribbean |  |  | | |
|  | (K) ☐ | Mixed White and Black African |  |
| MALE | FEMALE |  | (L) ☐ | Mixed White and Asian |  | Internal circular | Job centre | |
| ☐ | ☐ |  | (M) ☐ | Any other Mixed background |  | ☐ | ☐ | |
|  |  | (please type in) |  |
|  | |  | | --- | | |  |  |
|  | |  | (4) ☐ | Asian or Asian British Indian |  |  |  | |
| 3. I consider my marital status to be  Please note: If you are widowed or divorced and you live alone, please check ‘single’. | |  | (5) ☐ | Asian or Asian British Pakistani |  |
|  | (6) ☐ | Asian or Asian British Bangladeshi |  |
|  | (8) ☐ | Any other Asian or Asian British background |  |
|  |  |  |
|  |  | (please type in) |  | Newspaper/journal  (please say which) | Internet  (please say which site)  or other source… | |
| Single | Married |  | |  | | --- | | |  |  |
| ☐ | ☐ |  | (1) ☐ | Black or Black British Caribbean |  | ☐ | ☐ | |
|  | (2) ☐ | Black or Black British African |  |
|  | (N) ☐ | Any other Black or Black British background |  |  |  | |
|  | |  |  |  |
| 4. Date of Birth | |  |  | (please type in) |  |
|  | |  | | --- | | |  |  |
|  | (7) ☐ | Chinese |  |  |
|  | (A) ☐ | Any other ethnic group |  | **Thank you for your assistance.**  **Your co-operation will help**  **promote equality of opportunity** | | |
|  |  | (please type in) |  |
|  | |  | | --- | | |  |  | | |
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| **DATA PROTECTION ACT** |
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| 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** |
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| 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 |