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|  | | | | APPLICATION FORM | | | | | |
| **1.** | **POSITION DETAILS** | | | | | | | | |
| Job Title: | | | | | | **School Crossing Patrol** | | | |
| **2.** | PERSONAL DETAILS | | | | | | | | |
| Title | | | | |  | | | | |
| First Name | | | | |  | | | | |
| Last Name | | | | |  | | | | |
| Address | | | | |  | | | | |
|  | | | | |
|  | | | | |
|  | | Post Code |  | |
| E-mail Address | | | | | *(Please ensure you include an e-mail address that we may use to contact you)* | | | | |
| Contact Number 1 | | | | |  | | | | |
| Contact Number 2 | | | | |  | | | | |
| Please provide your UK National Insurance No. i.e. format *(LLNNNNNNL)* | | | | | | | | |  |
| Do you hold a full valid driving licence that currently allows you to drive in the UK? | | | | | | | | |  |
| If you do hold a full valid driving licence that is not British please specify from which country it is from. | | | | | | | | |  |
| Do you have the use of a vehicle? | | | | | | | | |  |
| Are you currently employed by Surrey County Council? | | | | | | | | |  |
| If ‘Yes’: | | What is your Personnel Number? | | | | | | |  |
| Do you have Redeployment Status? | | | | | | |  |
| What type of Redeployment Status do you have? | | | | | | |  |
| Have you worked for Surrey County Council in the past? | | | | | | | | |  |
| If ‘Yes’ | | | Please give the dates you were employed | | | | | |  |
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| **3.** | ASYLUM AND IMMIGRATION ACT 1996 | | |
| Are you eligible to work in the U.K.? | |  | |
| Do you have any restrictions on taking up employment in the U.K.?  If Yes, please supply details: | |  | |
|  | | | |
| **4.** | | |
| In order to help us short-list for this position please provide details of how you meet the criteria outlined in the Job Profile.  Please make reference to your career history, skills and experience in support.  Please note a chronological career history will be requested in the next section.  *If you require further sheets kindly complete and title and add to the end of the form* | | | | |
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| **5.** | **PRESENT OR MOST RECENT EMPLOYMENT** | | | |
|  | Please provide details of your current or most recent employer.  If this is going to be you first job after school or college, you may like to give details of any holiday, weekend, evening jobs or work placements you have undertaken. | | | |
| Position Title | |  | | |
| Employer’s Name and Address | |  | | |
| Start Date | |  | Is this your Current Employer? |  |
| End Date | |  | Notice Period Required |  |
| Reason for Leaving | |  | | |
| Please give a brief description of your current / most recent main job duties | | | | |
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| **6.** | **PREVIOUS EMPLOYMENT** | | | | |
| You must provide a full career history in this section and any gaps in employment must be explained. Please give details of all previous employment, full and part-time, including dates and any voluntary work undertaken.  Please provide in order, starting with the most recent first.  Please include names of employers, job titles, main duties and reason for leaving. | | | | | |
| Start Date | | **End Date** | **Employers’ Name and Address** | **Job Title** | **Main Duties** |
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| **7.** | | **JOB RELATED / PROFESSIONAL TRAINING** | | | | | | |
| Please list all the job-related training you have undertaken.  Please include vocational courses as well as any other professional training or development you have undertaken. | | | | | | | | |
| **8.** | | **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | |
| Please provide details of any professional bodies that you are a member of. | | | | | | | | |
|  | | | | | | | | |
| 9. | | | EDUCATION AND QUALIFICATIONS | | | | | |
| Please provide details of all your formal qualifications including level and year obtained (e.g. NVQ, GCSE, O-Level, A-Levels, AS Levels, Higher, Degree etc).  You should include all exams passed through secondary education and above particularly those identified as essential to this role. | | | | | | | | |
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| **10.** | | REFERENCES | | | | | | | |
| Please provide the contact details of referees to cover the last **three** years. We require a minimum of **two** referees, one of whom must be your present or most recent employer. If you have not been in employment before please give details of a referee from your most recent educational establishment.  If your two referees do not cover the last three years, please include additional referee contact details on a separate sheet.  Official organisation addresses and e-mail addresses must be given for referees. Where this is not possible investigations will be made by Surrey County Council to validate your employment history and relationship with the specified organisation and individual. | | | | | | | | | |
| Name of Referee | | | | |  | | Name of Referee |  | |
| Job Title of Referee | | | | |  | | Job Title of Referee |  | |
| Relationship | | | | |  | | Relationship |  | |
| Name of Organisation | | | | |  | | Name of Organisation |  | |
| E-mail Addresses | | | | |  | | E-mail Addresses |  | |
| Address | | | | |  | | Address |  | |
| Post Code | | | | |  | | Post Code |  | |
| Telephone Number | | | | |  | | Telephone Number |  | |
| **May we contact the above referee without further reference to yourself?** | | | | | |  | **May we contact the above referee without further reference to yourself?** | |  |
| Please note that if you state No, even though you have provided the details, your referees will not be contacted without receiving prior permission from yourself. | | | | | | | | | |

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| **11.** | **REHABILITATION OF OFFENDERS ACT 1974 (exception) Order 1975** | |
| Surrey County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Please be aware that a Disclosure and Barring Service (DBS) check will be required for any position with access to these individuals or sensitive information.  Under the Rehabilitation of Offenders Act 1974, some criminal convictions do not have to be disclosed after a period of time when they become spent. This does not apply to posts with access to children, young people or vulnerable adults and/or information regarding those groups.  **For posts that require a DBS check**: You **must** answer the following questions about current and **all** previous criminal convictions. Failure to disclose this information will lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt you have a criminal conviction.  **For posts that do not require a DBS check**: You do not need to include convictions, which are considered to be spent under the Rehabilitation of Offenders Act 1974, nor motoring convictions unless your driving licence has a current endorsement. Any information will be taken into consideration but will not automatically prevent your application from proceeding. If you are appointed, failing to disclose any unspent criminal conviction may lead to your dismissal. | | |
| Have you ever been cautioned, convicted of any criminal offence or have any current endorsements on your driving licence? If Yes, please give details and dates: | |  |
|  | | |
| Have you been charged with any offence, which has not yet been brought to trial? If Yes, please give details and dates: | |  |
|  | | |
| **12.** | **GUARANTEED INTERVIEW SCHEME FOR APPLICANTS WITH DISABILITIES** | |
| Surrey County Council is committed to the employment and career development of disabled people. To demonstrate our commitment, we use the Disability Symbol, which is awarded by the Employment Service. As a symbol user, we guarantee an interview to any disabled candidate whose application meets the essential criteria for the post. | | |
| **What do we mean by disability?**  The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities. | | |
| I consider myself to have a disability as defined above. I understand that any false declaration of disability to obtain an interview will subsequently invalidate any contract of employment. | |  |

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| **13.** | **SELECTION ARRANGEMENTS** | | | |
| Should you require any special arrangements for interview or any other selection procedure, please let us know, i.e. mobility access, use of signer/interpreter, access to disability parking, etc. | | | | |
|  | | | | |
| I confirm that the information I have provided above is true and correct and that the information may be used for registered purposes under the Data Protection Act 1998. I accept that if any of the enclosed information is found to be untrue after my appointment, I may be liable for dismissal without notice.  The information that you provide on this form and that was obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to the recruitment process.  We may check information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways as permitted by law  By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Information Commissioner.  *(If you choose to submit your application form by electronic mail,*  *then you can sign your form at interview)* | | | | |
| Signature | |  | Date |  |

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|  | MEDIA | |
| Please help us with our recruitment marketing. How did you find out about this position? | | |
|  | Directly on the Surrey County Council Website |  |
|  | Search Engine |  |
|  | Specific Jobs Website |  |
|  | National Newspaper |  |
|  | Local Newspaper |  |
|  | Journal or Professional Publication |  |
|  | Word of Mouth |  |
|  | Other Please specify |  |

**CONFIDENTIAL – EQUALITIES MONITORING FORM**

We want to recruit the best people in our organisation. Surrey County Council is committed to equal opportunities and we want to ensure that people from diverse communities have fair and equitable access to jobs or opportunities. To help us to do this we would like to collect information from all job applicants, so that we can monitor and eliminate any discrimination (against the Equality Act 2010) and recruit purely on merit, against the essential criteria.

To help us to achieve this, please complete the questions on diversity. Any information you give us is held securely and will only be used for the purposes of anonymous equality monitoring of our recruitment process and workforce. Your personal diversity data will not be used nor seen by the employing manager during or after the selection process and is held confidentially on a secure database, in line with the Data Protection Act 1998.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title and Post Reference: | | | | | | | | | | |
| **1. Gender:** Please tell us your gender? | | | | | | | | | | |
|  | | | | | |  | | | | |
| **2. Religion/Faith Group:** Please tell us your religion or belief. | | | | | | | | | | |
| Buddhist  Christian – all denominations  Hindu  Jewish | | | | | | Muslim  Sikh  No religious / faith group  Any other religion / faith | | | | |
| **3. Ethnic Origin:** What is your ethnic group? | | | | | | | | | Please tick one |
| Asian or Asian British | | | Bangladeshi | | | | | |  |
| Indian | | | | | |  |
| Pakistani | | | | | |  |
| Chinese | | | | | |  |
| Any other Asian background | | | | | |  |
| Black or Black British | | | African | | | | | |  |
| Caribbean | | | | | |  |
| Any other Black background | | | | | |  |
| Mixed | | | White and Asian | | | | | |  |
| White and Black African | | | | | |  |
| White and Black Caribbean | | | | | |  |
| Any other mixed background | | | | | |  |
| White | | | English/Northern Irish/Scottish/Welsh | | | | | |  |
| Irish | | | | | |  |
| Gypsy, Roma or Irish traveller | | | | | |  |
| Any other White background | | | | | |  |
| Other Ethnic Group | | | Arab | | | | | |  |
| Any Other | | | | | |  |
| **4. Disability Indicator:** | | | | | | | | | | |
| The definition of disability under the Equality Act 2010 is: “A physical or mental impairment which has a ‘substantial’ and ‘long term’ negative effect on a person’s ability to do normal daily activities” | | | | | | | | | | |
|  | Yes/No | If you selected “Yes”, please tell us more about your disability (tick all that apply) | | | | | | | | |
| Physical impairment such as difficulty using your arms or mobility issues which means using a wheelchair or crutches.  Sensory impairment, such as being blind/having a serious visual impairment or being deaf/having a serious hearing impairment.  Mental Health condition, such as depression or bi-polar  Learning disability, such as Down’s Syndrome or cognitive impairment such as autism  Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy  Other | | | | | | | | | | |
| **5. National Identity:** What do you consider your national identity to be? (Tick all that apply) | | | | | | | | | | |
| British | | | | English | | Irish | | Northern Irish | | |
| Scottish | | | | Welsh | | Other | | | | |
| **6. Transgender:** | | | | | | | | | |
| Yes | | | | | No | | I would rather not answer | | |
| 7. Sexual Orientation: | | | | | | | | | | |
| Heterosexual  Gay Man | | | | Lesbian Woman  Bi-sexual | | I would rather not answer | | | | |
| **8. Marital Status:** Please tell us your marital or civil partnership status | | | | | | | | | | |
| Never married and never registered as a same sex civil partnership  Married  Separated but still legally married  Divorced  Widowed | | | | | | In a registered same sex civil partnership  Separated but still legally in a same sex civil partnership  Formerly in a same sex civil partnership which is now legally dissolved  Surviving partner from a same sex civil partnership | | | | |
| Thank you for taking the time to complete this questionnaire. | | | | | | | | | | |