

-CONFIDENTIAL-

Sessional Staff Application Form

Please note we cannot accept CV's. We therefore advise you to fully complete all sections of this application form.

Please choose one of the below job roles as a preference. This is the area in which we will interview you.

Please note if you are under the age of 17 childcare is not applicable.

Admin		Childcare	
Reception		Cleaning	
Caretaker			

APPLICANT – please put your initials on the bottom page of each sheet of your application.

1. EXPERIENCE, SKILLS AND ABILITIES

(Examples must demonstrate how you meet the essential and desirable criteria on the person specification)

Please use additional sheets if needed

2. PRESENT EMPLOYER

Name and address of employer:	Nature of Business:
	Present Salary (with grade if appropriate):
Telephone:	Other benefits and/or emoluments:
Job Title:	
Responsible to:	Notice required:
Date of appointment:	
Brief description of duties:	

3. PREVIOUS EMPLOYMENT (Starting with most recent)

Employer	Job Title	Salary per annum	Dates	
			From	To

4. EDUCATION/TRAINING/QUALIFICATIONS

Type of Education i.e. secondary school/college/university	Dates attended		Qualifications gained (state level)		
	From:	To:	Subjects	Grades	Date
Relevant non-qualification courses attended within the last 5 years					
Organising body	Course details		Dates		
Membership of professional bodies					
Body	Membership Status		Since (date)		

5. OTHER

<p>A. Please declare any current convictions. This post is exempt from the Rehabilitation of Offenders Act 1974. <i>Please refer to Appendix A for more information.</i></p>
<p>B. Have you lived or worked abroad for a period of more than 3 months in the last 10 years? YES / NO (Please delete as appropriate)</p> <p>If you have answered 'YES' do you have a statement of good conduct from the police or embassy of the relevant country? YES/ NO (Please delete as appropriate)</p>
<p>C. Are you related/close to a person closely associated with our organisation? (if so please give details) <i>A candidate who fails to disclose a relationship will be disqualified and, if appointed, will be liable to dismissal.</i></p> <p>Canvassing will disqualify</p>
<p>D. Please state where you heard of this vacancy.</p>

6. ADDITIONAL INFORMATION

Please use this space to supply any other information you believe is relevant to your application. This may include examples from paid employment, voluntary work, study and/or home.

Use an additional sheet if required

7. PERSONAL DETAILS

Title (Mr/Ms/Miss/Mrs)	First Name (Block Letters)	Last Name (Block Letters)
Address (Block letters):		Telephone numbers:
		Home:
		Work:
		Mobile:
Post code:		
Email address:		

8. REFEREES (One of whom must be your current/most recent employer. If both references are from employers please ensure they are both from different organisations)

May we contact your present employer prior to interview?		YES/NO
a) Name:	b) Name:	
Position held by referee:	Position held by referee:	
Organisation if appropriate:	Organisation if appropriate:	
Address:	Address:	
Telephone:	Telephone:	
Email address:	Email address:	

I declare that the information given on my application for employment is true to the best of my knowledge and belief.

Signature..... Date.....

Please return to:

Kevin Pearce Children's Centre
Ovenden Road
Halifax
HX3 5RQ

Please ensure you mark your envelope Private and Confidential (SESSIONAL).

Any queries regarding this application should be made to our Admin Team who will signpost you to the relevant person please telephone: 01422 251090

If you require any assistance to complete this form please do not hesitate to contact us.

PRIVACY NOTICE

For successful applicants

North Halifax Partnership (NHP) is registered with the Information Commissioner's Office (ICO) under the provisions of the Data Protection Act and it takes its responsibilities under the act very seriously. The information provided by you in this form is collected to ensure NHP can fulfil its legal obligations to you as employer, and for the performance of the contract of your employment with NHP. Moreover, completion of this form constitutes explicit consent from you to us to process your personal data given on this form.

You have the right to see what information is held about you, to have any inaccurate information corrected, and to have information removed from our system unless we are required by law or a statutory purpose to keep it. If you feel that your data has not been handled in accordance with the law, you have the right to complain to North Halifax Partnership's Data Protection Officer, Diane Coenen who can be contacted on Diane.coenen@nhpltd.org.uk.

For unsuccessful applicants

If your application is not successful we will keep your application on file for a period of 1 year in line with our retention of records working practice.

Appendix A

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, therefore North Halifax Partnership Ltd will undertake to use the Disclosure and Barring Service (DBS). For some posts the information required, will include details of cautions, reprimands, or final warnings as well as convictions.

Whereby a Disclosure is to form part of the recruitment process applicants are encouraged to provide details of their criminal record at any part of the process. All information will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with us; in making a decision, the council will consider many factors relevant to the appointment. This means that you must provide information about all previous convictions, cautions, reprimands and final warnings including those, which, in other circumstances, would be thought of as spent. Failure to disclose relevant information could lead to North Halifax Partnership Ltd withdrawing the offer of employment.