



BUCKINGHAMSHIRE COUNCIL APPLICATION FORM

Safe and fair recruitment commitment

Buckinghamshire Council is committed to safeguarding and promoting the welfare of adults at risk and children and expects all our staff and volunteers to share these values. We are also committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender reassignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

Applicants must share with us **all the relevant information** that we have requested in this application form, but we would like to reassure applicants that any information provided will be treated in the strictest confidence in a fair and open manner. Suitable applicants **will not be refused** employment because of offences or conduct which are no longer relevant, and do not place them at, or make them a risk in – the role for which they are applying. We will ensure that all our recruitment and selection practices reflect this commitment.

POST DETAILS

Application for the post of:		Job Ref. Number:	
Service/School:		Where did you see the post advertised?	

PERSONAL DETAILS

First Name(s)		Surname	
		Any Previous Surnames	
Address		Home Number	
		Work Number	
		Mobile Number	
		E-Mail Address	
Postcode		Preferred contact method	
National Insurance Number			

PRESENT OR MOST RECENT EMPLOYMENT

Name & address of employer:		Notice period	
Current Job title:		Current Salary	
Start date:		End date (if applicable):	
Contract type (perm, temp etc)		Reason for leaving	
Summary of main duties:			

PREVIOUS EMPLOYMENT

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent employment.

IMPORTANT NOTE: When providing reason for leaving, for each role, please confirm that you were not under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of leaving/dismissal. If you were, please provide details

PREVIOUS EMPLOYMENT

Employer's name and address	From month / year	To month / year	Job title and summary of main duties	Reasons for leaving	Were you under investigation or subject to disciplinary sanctions.

GAPS IN EMPLOYMENT, EDUCATION OR TRAINING HISTORY

Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment, education or training since leaving full-time education.

From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history
From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Reason for gap in employment education and training history

QUALIFICATIONS AND TRAINING

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

School/ college/ university	Subject	Dates	Result/Qualification gained	Full/ part time study

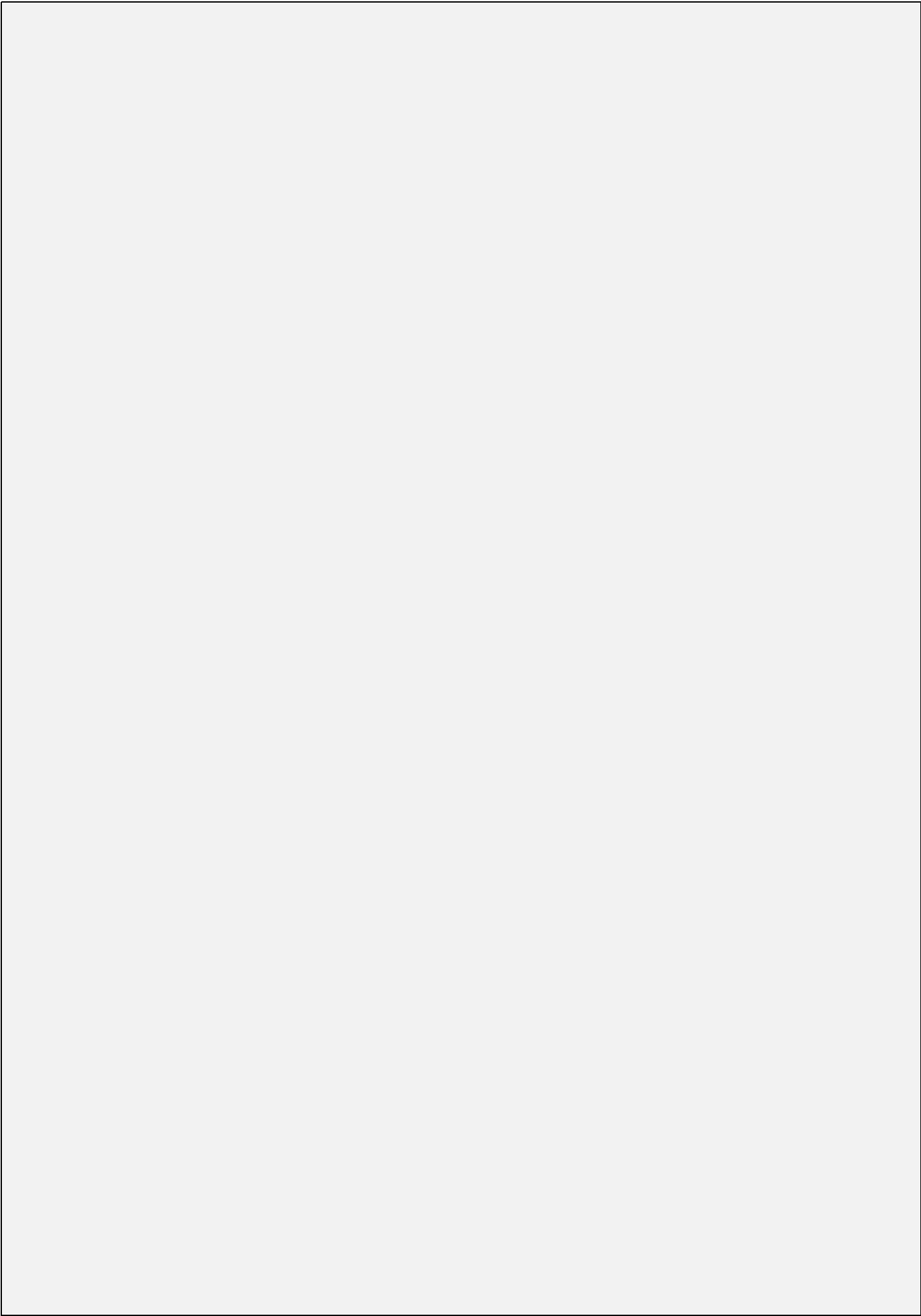
IN SERVICE TRAINING

Give details of the most recent, relevant courses attended and indicate any awards earned.

Provider	Course Title	Dates	Awards earned

SUPPORT OF APPLICATION (skills, experience and knowledge)

Please attach a letter of application giving any further details of experience that may be relevant to this post. Make sure you read the job description and person specification and refer to it throughout.



REFERENCES

Please provide contact details for at least two referees who have knowledge of you in a working / educational environment, paid or unpaid and who are able to comment on your suitability for the job applied for. You are responsible for providing accurate contact details so that referees can be contacted.

- The first referee **MUST** be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education).
- Professional references will not be accepted from work colleagues who are not authorised to provide professional references in an official capacity on behalf of the organisation, or from people writing solely in the capacity of friends, or from relatives.

References must cover last 5 years of employment history. It is the normal practice for references to be obtained prior to interview.

If you were known to either of your referees by another name, please give details:

1st REFEREE

If this is your current employer, please confirm if we can contact before interview? **Yes** **No**

Name & Address	Position/ In what capacity does the person know you?	Years known	Contact details (Telephone number and e-mail address)

2nd REFEREE

Name & Address	Position/ In what capacity does the person know you?	Years known	Contact details (Telephone number and e-mail address)

OTHER REFEREES

Covering period of the last 5 years of employment history, voluntary work

Name & Address	Position/ In what capacity does the person know you?	Years known	Contact details (Telephone number and e-mail address)

CONDUCT DECLARATIONS

Have you ever been dismissed for misconduct from any employment, volunteering, office, or other position previously held by you?	Yes	No	
Have you left any employment, volunteering prior to misconduct outcome or been dismissed at the end of probation?	Yes	No	
If yes, please provide details			
Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your dismissal/leaving any employment, volunteering, office, or other position previously held by you?	Yes	No	N/A

If yes, please give details		
Have you ever been the subject of a safeguarding investigation/concern?	Yes	No
Did the outcome of any such investigation/concern result in any of the following: a) Referral to professional body i.e. DBS b) Referral to Children's Services and/or LADO c) referral to police		
If yes, please provide details		
Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country? <i>Sanctions may include warnings, conditions, limitations, suspension, removal or any other restrictions that have applied to your professional registration</i>	Yes	No
If yes, please provide details and details of any sanctions and, the name and address of the regulatory or licensing body concerned		

OTHER DECLARATIONS		
RIGHT TO WORK To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process.	Yes	No
WORKING TIME DIRECTIVE Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations	Yes	No
If so, please provide details:		
DRIVING LICENCE Do you hold a full current driving licence?	Yes	No
Are you able to travel to different locations across the County?	Yes	No
RELATIONSHIPS Are you a relative or partner of any Councillor, school employee and/or school governor?	Yes	No
If yes, please state name of person and relationship		
DISABILITY If you have a disability, please let us know of any special arrangements you may need to make if you are shortlisted for interview		

REHABILITATION OF OFFENDERS ACT 1974

This post involves working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 and is subject to an enhanced DBS with barred list check (i.e. children, adults or both). It is a criminal offence to apply for or accept a position working with children and/adults at risk if you have been barred from engaging in regulated activity with the relevant group (i.e. adults, children or both).

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [Nacro guidance](#) or [Unlock guidance](#)

This post is exempt from the Rehabilitation of Offenders Act 1974 and shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

DECLARATION

I agree that any offer of employment with Buckinghamshire Council is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), Buckinghamshire Council will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-BC employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our [Privacy Policy](#).

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Council.

Signed:

Date: / /

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If your application is unsuccessful your details will be kept for a period of [xx] months and then destroyed.

Applications should be sent directly to the recruiting school, unless otherwise stated in the advert. You can find the appropriate email/postal address under the relevant entry in the Buckinghamshire Council Schools Directory on <https://services.buckscc.gov.uk/school-admissions/schools>

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has on this occasion been unsuccessful.

Please complete the recruitment monitoring form.

Application updated May 2025

RECRUITMENT MONITORING FORM

**Buckinghamshire council is committed to equality of opportunity for all.
The information you give is confidential and is used for monitoring purposes only.**

Application for the post of:

Job reference no:

Full name:

I identify my gender as (please select as appropriate)

Male/Female/Trans/Prefer not to say

Date of birth: dd/mm/yyyy

Do you consider yourself to have a long term disability, or physical or mental impairment? Yes/No/Not answered

If yes, please specify details?

We implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form.

Do you wish to take part in this scheme? Yes/No

If you are currently employed by Buckinghamshire Council, please indicate that you are an internal applicant. Otherwise please choose external.

Internal/External

Please confirm your nationality (as stated in your passport):

WHICH OF THE FOLLOWING BEST DESCRIBES YOURSELF:

- | | |
|-------------------------|--------------------------|
| Bisexual | ☐ |
| Gay man | ☐ |
| Gay woman/ lesbian | ☐ |
| Heterosexual (straight) | ☐ |
| Other | ☐ |
| Prefer not to say | ☐ |

RELIGION

These categories of religion were used in the 2021 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

- | | |
|--------------------|--------------------------|
| Buddhist | ☐ |
| Christian | ☐ |
| Hindu | ☐ |
| Jewish | ☐ |
| <i>Muslim</i> | ☐ |
| <i>Sikh</i> | ☐ |
| <i>No religion</i> | ☐ |
| Other | ☐ |
| Prefer not to say | ☐ |

HOW WOULD YOU DESCRIBE YOURSELF?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

- | | |
|---------------------------|--------------------------|
| White British | ☐ |
| White Irish | ☐ |
| White Other | ☐ |
| White and Black Caribbean | ☐ |
| White and Black African | ☐ |
| White and Asian | ☐ |
| Gypsy or Irish Traveller | ☐ |
| Mixed Other | ☐ |
| Indian | ☐ |
| Pakistani | ☐ |
| Bangladeshi | ☐ |
| Asian Other | ☐ |
| Black Caribbean | ☐ |
| Black African | ☐ |
| Black Other | ☐ |
| Chinese | ☐ |
| Chinese Other | ☐ |
| Other Ethnic Group | ☐ |
| Prefer not to say | ☐ |

OFFICE INFORMATION – ONCE COMPLETED THIS MONITORING FORM MUST BE DETACHED FROM THE APPLICATION BEFORE SUBMISSION FOR SHORTLISTING