



Additional Information for Applicants

Kirklees Council

Kirklees Council takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, i.e. known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may be offered the job subject to satisfactory pre-employment checks which can include obtaining an Enhanced DBS disclosure certificate. Some Schools will not allow newly appointed candidates to commence employment until an individual is in receipt of a cleared and valid DBS disclosure certificate. This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

Data Protection Act 1998 applies. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although the Council reserves the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

Kirklees Council is the largest organisation in the area providing a wide range of services for the diverse local community of some 423,000 residents. We have a multi-million pound budget and employ around 17,300 people (12,400 full time equivalents).

We provide excellent working conditions for all employees including generous holidays, flexible hours of work for most jobs and the opportunity to enjoy the benefits of being a member of the Local Government Pension Scheme. Staff receive first class training and support and there are a number of schemes and policies to assist employees.

All new employees to Kirklees Council are subject to a six month probationary period. (Please see below for teachers).

If this is not going to be your only job whilst employed by Kirklees Council you must discuss and agree this with your line manager.

Further details on Kirklees can be found on our website at www.kirklees.gov.uk

Induction (Teachers)

The Education (Induction Arrangements for School Teachers)(England) Regulations 2008 require newly qualified teachers to complete successfully an induction period before being confirmed into employment. For a full-time teacher the length of the induction is one year (3 terms) and for a part-time teacher the period of time it would take to complete a full year of service. Information explaining about the induction year will be provided upon appointment to a post.



Qualifications (Teachers)

If applying for a teaching post you must hold a qualification recognised for qualified teacher status under the terms of the Education (Specified work and Registration) (England) Regulations 2003 or any subsequent regulations.

What Happens Next?

Shortlisted candidates will be contacted after the closing date. If you do not hear from us within 4 weeks, please assume that on this occasion your application has been unsuccessful. However do not let this stop you from applying for other vacancies. If shortlisted for interview you will be asked to complete and sign and date this form below:

Please contact us if you require special arrangements or adjustments for the Interview.

**Please get your application form in on time and
GOOD LUCK!**