Matravers School

CONFIDENTIAL

Application for employment

Applicant's name	
Title of post applied for	
School name and address	Matravers School Springfield Road Westbury Wiltshire BA13 3QH Tel : 01373 822666
Applicant reference number (to be completed by school administrator)	

Before completing your application form

The application form is an essential part of our selection process, and the information you give will assist in selecting a shortlist of candidates for interview. It is therefore important that you complete the application form in full. If you wish to complete it by hand, use black ink.

Completing your application form:

- **Read** through the information you have been sent and in particular study the advertisement and job description.
- **Complete** all of the sections as fully as possible. If any information requested is not applicable to you then state this in the relevant section. It is acceptable to provide additional relevant information in support of your application for various sections of this form,
- **Curriculum Vitae (CV) – We do not accept CVs as part of our selection process, therefore, please do not include it with your application.**

Commitment to safeguarding of children and young people:

The post for which you are applying gives substantial access to children. The school / academy is committed to safeguarding and promoting the welfare of children and young people and all staff working with children and young people are expected to share a commitment to this.

It is a criminal offence for any person who is barred from working with children to apply for a position at the school / academy. If you are shortlisted for interview, you will be asked to complete a criminal record self-declaration form before your interview takes place (see Section 11 for further information).

Employment is conditional upon the results of a number of satisfactory clearances including:

- An identity check
- An enhanced Disclosure and Barring Service (DBS) check (with a barred list check for those working in regulated activity) which will indicate your suitability to work with children.
- For those employed to carry out teaching work a check with the Teaching Regulation Agency (TRA) Prohibition List to ensure the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.
- Where a person has lived or worked overseas any further checks the school / academy considers appropriate so that relevant events that occurred outside the UK can be considered.
- Right to work in the UK check
- A disqualification check under the Childcare Act 2006
- Verification of professional and other qualifications
- Professional references
- Verification of fitness to work check
- A prohibition from management check under Section 128 (academies only)
- An online search, undertaken at the shortlisting stage

References will be sought prior to interview and we will ask about your performance and conduct, including any disciplinary action taken and/or allegations/issues relating to children and young people in order that your suitability to work with children/young people can be assessed.

Successful applicants will be required, as part of their role, to attend regular safeguarding training and will be expected to report any concerns about the safeguarding of children and/or young people in accordance with the agreed school / academy's procedures.

How we use your information

We will use the information you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes:

- To assess your suitability for the role for which you have applied
- To assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

If your application is successful, the school / academy will retain the information provided on this form on your file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

All applications received are handled in accordance with the requirements of the GDPR and Data Protection Act 2018. Further information on how your data is used is provided in the Job applicant privacy notice which can be found on the school's/academy's website.

Section 1: Personal Details	
Forename/s:	Surname:
Preferred title (e.g. Mr, Mrs, Dr, etc):	Previous surname/s:
Other:	
Known as:	
Contact information:	
Email address:	Term time telephone number:
Preferred telephone number:	Alternative telephone number:
Address:	
House name/number	Street name:
Town/city:	County:
Postcode:	
Term time address (if different to the above):	
House name/number	Street name:
Town/city:	County:
Postcode:	
Professional registration/membership of professional body details:	
Teacher registration number:	Other registration number/s if applicable

Section 2: For teaching posts only		
Do you hold a qualified teacher status?	Yes	No
Do you hold QTS teacher status?	Yes	No
Was your QTS gained outside of the UK	Yes	No
Teacher Reference Number		

Section 2a: Newly Qualified Teacher		
Have you completed your induction?	Yes	No
If no, detail when it is expected to be completed:		

Section 3: Education and qualifications

Please give details for all public examinations passed, including GCSE (or equivalent), NVQ/GNVQ and 'A' Levels (or equivalent). For degrees please specify class and division and whether honours. For professional teacher qualifications please state age-range/subject(s) trained to teach. Start with most recent.

Name, type and location of institute	**Dates**		**Qualification**	**Main subjects**	**Grade/ Class**
	From	**To**			

Section 4: Other awards, training and courses attended in the last four years

(Starting with the most recent first, including evidence of continuing professional development, NPQH if applicable).

College, education centre or institution	Dates		Award/course title and qualification
	From	To	

Section 5: Current Employment and Employment history

Please provide details of your previous employment history (most recent employment first). We require details of your complete employment history since leaving education. Continue on a separate sheet if required. Any gaps in your employment/education must be accounted for under Section 6.

Current Employer				
Dates employed	From		To	
	Month	Year	Month	Year
Contact name for reference				
Employment Address House number/name Town/city/ County Post code				
Employer's email address				
Your Job Title				
Your Salary				
Reason(s) for leaving				
Description of Main Duties				

Previous employment continued … Please ensure you start with the most recent first and that there are no gaps in your employment history.				
Previous Employer				
Dates employed	From		To	
	Month	Year	Month	Year

Contact name for reference	
Employment Address House number/name Town/city/ County Post code	
Employer's email address	
Your Job Title	
Your Salary	
Reason(s) for leaving	

Previous Employer				
Dates employed	From		To	
	Month	Year	Month	Year
Contact name for reference				
Employment Address House number/name Town/city/ County Post code				
Employer's email address				
Your Job Title				
Your Salary				
Reason(s) for leaving				

Previous Employer				
Dates employed	From		To	
	Month	Year	Month	Year
Contact name for reference				
Employment Address House number/name Town/city/ County Post code				
Employer's email address				
Your Job Title				
Your Salary				
Reason(s) for leaving				

Previous Employer				
Dates employed	From		To	
	Month	Year	Month	Year
Contact name for reference				
Employment Address House number/name Town/city/ County Post code				
Employer's email address				
Your Job Title				
Your Salary				
Reason(s) for leaving				

Section 6: Gaps in employment Any gaps in your education/employment history must be accounted for. Please provide details and dates in the box below:		
Please provide details of any gaps in employment:		
What you were doing	Month	Year
What you were doing	Month	Year
What you were doing	Month	Year
What you were doing	Month	Year
What you were doing	Month	Year

Section 7: References

- Please provide the name and contact details of at least two referees, one of which must be from your current or most recent employer.
- If you have worked/volunteered with children and/or young people include details of your referees to cover this time period.
- If you are in, or have just completed full time education, one referee should be from your College/University.
- A personal reference will **only** be sought where an employer's reference is not available.
- Where the candidate is internal, a reference will be sought from their headteacher.

NB

- For current headteachers of maintained schools applying for a new headship post you will need to provide the name and contact details of your Local Authority Director of Education and your Chair of Governors. Both will then need to provide reference.
- For Headteachers and Heads of School in Academies applying for a new headship post you will need to provide the name and contact details of the CEO of your Trust.
- Teachers will need to provide the name and contact details of their Headteacher.

Neither referee should be a relative or someone known to you solely as a friend. The school / academy intends to take up references on all shortlisted candidates before interview.

The school / academy reserves the right to take up references from any previous employer. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired.

If the school / academy receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously lived or worked overseas the school / academy may take up references from your overseas employers.

All references will be sought electronically, and the school / academy may telephone your referees in order to verify the reference they have provided.

It is important that you make your referees aware of the possibility that they will be asked to supply a reference.

It is essential that you provide full contact details for all your referees.

Referee 1 (Current or most recent employer – see guidance above)

Contact name	
Position/Profession	
Address	
Telephone number(s)	
Email address	
Occupation	

Referee 2

Contact name	
Position/Profession	
Address	
Telephone number(s)	
Email address	
Occupation	

Referee 3

Contact name	
Position/Profession	
Address	
Telephone number(s)	
Email address	
Occupation	

Referee 4

Contact name	
Position/Profession	
Address	

Section 8: Supporting Statement

Please give your reasons for applying for this post and say why you believe you are suitable for the position, including details of your knowledge/skills and experience within the area of safeguarding children and young people. Study the role description and describe any experience and skills you have gained in other jobs or similar environment which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Continue on a separate sheet if necessary

Section 9: Disabled applications only

Whilst you do not have to declare a disability here, our school / academy is committed to promoting employment opportunities for people with disabilities, who can face additional challenges to gaining employment. As part of this commitment we offer an interview to any disabled person who declares a disability and meets the minimum criteria for the job. **It is important to note** that there may be rare occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. **For example,** in certain recruitment situations such as where there is a high number of applications, the school / academy may have to limit the overall numbers of interviews offered to both disabled people and non-disabled people. In these circumstances the school / academy may select the disabled candidates who **best** meet the minimum criteria for the job rather than **all** of those that meet the minimum criteria, as they would do for non-disabled applicants.

Do you consider yourself to have a disability? Yes No

(if you require further information on what is considered a disability please contact the school / academy)

Section 10: Additional Information

	Yes	**No**
For posts where driving is an essential requirement: Do you have a valid driver's licence?		
Are you currently volunteering in this or another school / academy?		
Do you require an employment of children's work permit? (Children 16 or under need such a permit until the last Friday of June of their school year 11)		
Are you related to or closely acquainted with a Governor or employee of the school academy? If yes, please give name and position here: ……..		

Section 11: Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974 However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent conviction 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: https://www.gov.uk/government/publications/new-guidance-on-the rehabilitation-of-offenders-act-1974

Shortlisted candidates will be required to complete a criminal convictions self-declaration where you will be asked to provide details of all unspent convictions and those that would not be filtered. You will be asked to return the completed form to the school / academy prior to your interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Section 12: Declaration

Please note:

Deliberate omission or falsification of information could lead to the disqualification of your application or later disciplinary action or dismissal, if appointed.

Canvassing of councillors or governors, directly or indirectly, will disqualify your application.

The appointment is subject to satisfactory clearances**.**

If your application is successful, some of the information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud.

Following receipt of your application for this post consideration will be given to all applicants and shortlisted candidates will be contacted and invited to interview.

If you are not invited to interview you can assume that your application has been unsuccessful. We do not contact applicants to tell them they were unsuccessful.

Completion and submission of this form is taken as consent to process the information that you have provided.

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I understand that providing false information is an offence which could result in my application being rejected or - if the false information comes to light after my appointment, I may be subject to disciplinary action which could lead to summary dismissal and that applying to a post working with children when I have been banned may amount to criminal offence.
- I consent to the school / academy processing the information on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the school / academy making direct contact with the people specified as my referees.

Please sign and date here to confirm that the information given on this form is accurate.

Signature _____ Date _____

Please return this completed form, alongside the equality and diversity monitoring form to as shown in advertisement.

Equality and Diversity Monitoring Form
The school is committed to building a workforce that reflects the diversity of the local community and improving access to careers. The school requires information about gender, ethnic origin, age and disability to help monitor our human resources policies and practices. Further details are provided overleaf. The following information will be used only for this purpose. It will be separated from the job application and will be treated in the strictest confidence. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies procedures, conditions or requirements

Title of post applied for	
Name of school	

Ethnic origin
I would describe my ethnic origin as: (please indicate in an appropriate box

White		Black or black British		Asian or Asian British		Mixed	
British		Caribbean		Indian		White and black Caribbean	
Irish		African		Pakistani		White and black African	
Other white (please specify)		Other black (please specify)		Bangladeshi		White and Asian	
				Chinese		Other mixed (please specify)	
				Other Asian (please specify)			

Gender (Please indicate in the appropriate box)	
Male	
Female	
Age	
Date of birth	

Disability (please indicate in the appropriate box)		
Do you consider yourself to have a disability?	**Yes**	**No**

Where did you see the vacancy advertised? (Please indicate in the appropriate box)

Council website	
Vacancies bulletin – Gov.uk	
School Website	
Internet **(please detail below)**	
Other **(please detail below)**	

Are you already employed by the school and applying for promotion or another role?

(Please put a tick in the appropriate box. If you intend to remain in your existing post as well as taking up this appointment please answer 'no'.)

Yes		**No**	

Thank you for answering these questions.
Please return the equality and diversity monitoring form with your application form Completion and submission of this form is taken as consent to process the information you have provided

Equality and diversity monitoring form

We are committed to building a workforce that reflects the diversity of the local community, improving access to careers within the council.

Our aim is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender or marital status, age, disability, sexual orientation, transgender or religious beliefs and practices, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The council will continue to review its human resources policies and practices generally and take appropriate action to make them fully effective.

To ensure our commitment to diversity is effective, the council needs to monitor all aspects of our recruitment and selection processes.

The monitoring exercise has been designed in accordance with guidelines from the Equalities and Human Rights Commission and it has been approved by the appropriate trade unions. The information will not be used for any other purposes than monitoring of our human resources policies and practices. The analysis will be carried out by the human resources team and all information supplied will be kept strictly confidential. In order to assist the council with this monitoring would you please complete the questionnaire attached. The information you give will be stored electronically.