

## APPLICATION FORM

Please complete the relevant parts of this form

<b>Job Title :</b>	<b>Application to be returned to the school:</b>
<b>Closing Date:</b>	
<b>Vacancy Number:</b>	<b>or alternatively email it to</b>

### 1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family name	Initials	Contact Tel No . Email Address
Correspondence Address	If this post is available for job share, do you wish to be considered on this basis?	
Postcode		
<b>Teaching posts only.</b>		
Teacher Reference No:		

### 2. EDUCATION AND TRAINING

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

Name of School/College/University/Professional Body/Institution	Period of study or Membership	Subject and type of qualification or course	Grade/Membership Number

**3. CURRENT OR MOST RECENT EMPLOYMENT**

Post Title	
Employer and Address:  Tel. No. May we contact you on this number?	Date appointed:  Date left (if applicable):  Reason for leaving:
Present wage/salary £  Please specify type and value of any allowance included in the above	Notice required/date available for employment

**4. PREVIOUS EMPLOYMENT/EXPERIENCE**

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

Name and address of Employer	Post Title/Brief outline of duties (including Salary/Grade)	Dates	Reason for leaving

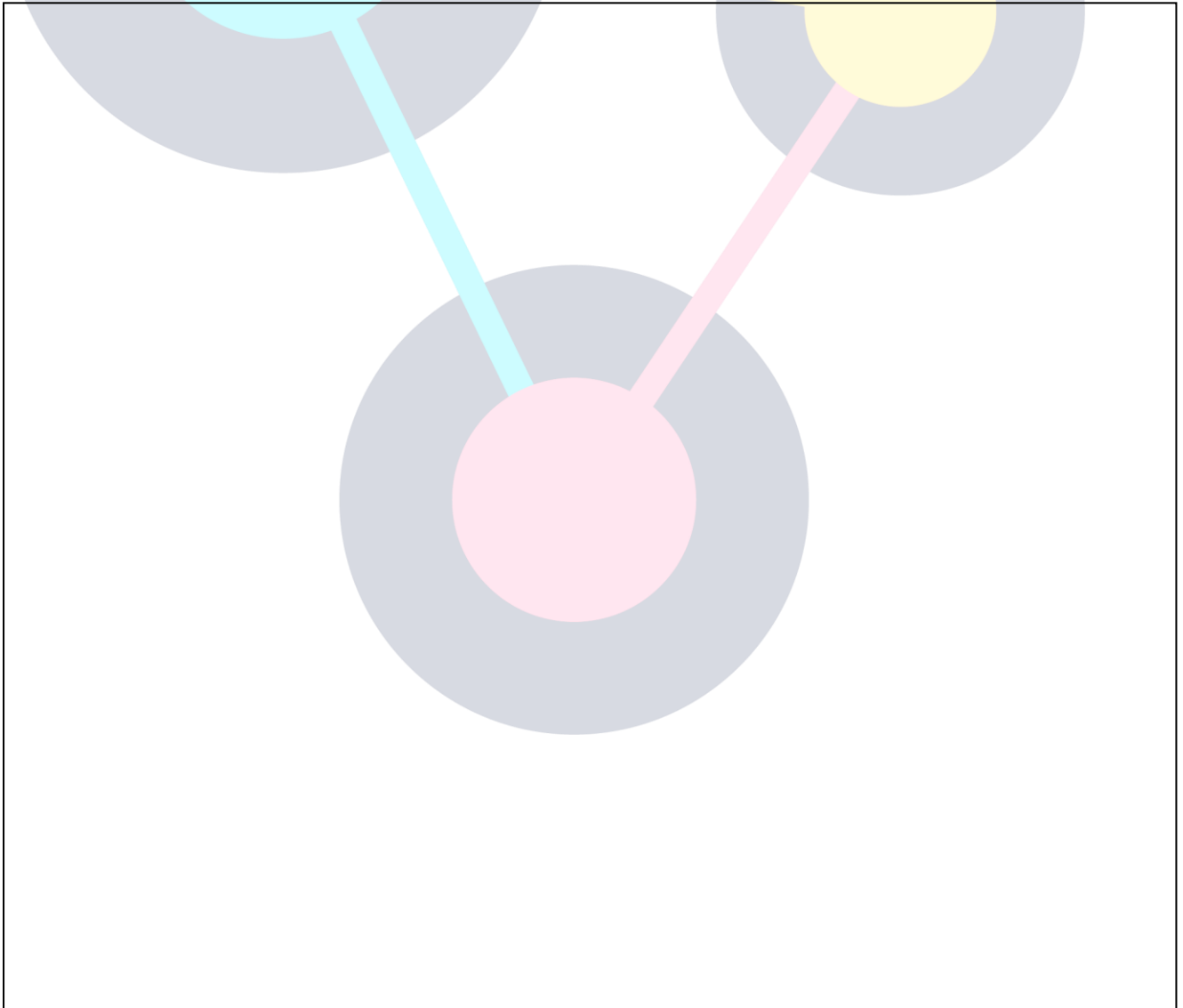
## 5. GAPS IN EMPLOYMENT

Please detail below any gaps in your employment or education

## 6. SUPPORTING STATEMENT

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this.



The image shows a large, empty rectangular box intended for the applicant's supporting statement. Overlaid on this box is a decorative graphic consisting of three overlapping circles: a cyan circle at the top left, a yellow circle at the top right, and a pink circle at the bottom center. Lines connect the cyan circle to the pink circle, and the yellow circle to the pink circle. The entire graphic is set against a light grey background.

## 7. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this please contact the school directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

\*Please indicate if this is a work or personal referee.

<p>1. Name Address</p> <p>Tel. No. Email: Occupation Work/Personal*</p>	<p>2. Name Address</p> <p>Tel. No. Email: Occupation Work/Personal*</p>
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## 8. OTHER INFORMATION

Are you, to your knowledge, related to any employees or member of the schools Governing Body or Trustees?  
If yes, please give details:

Name	Relationship
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## Criminal Convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](#).

## Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

## 9. YOUR SIGNATURE

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the

Data Protection Act 1984 and any subsequent legislation.

**Signature of applicant**

**Date**

**For office use only**

Reason for not shortlisting:

Reason for not appointing:

**IN ORDER FOR US TO MONITOR OUR COMMITMENT TO EQUALITY OPPORTUNITIES PLEASE COMPLETE THE FORM OVERLEAF**

