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| F:\Business Management (RD)\Stationery\Four Oaks Logo.jpg | **APPLICATION FOR EMPLOYMENT** |  |

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| **1. Job Details** | | | | | |
| **Job title** |  | | **Job Ref**  **Number:** | |  |
| **Closing Date:** |  | **Please state where you saw this post advertised:** | |  | |

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| **2. Personal Details** | | | | | |
| **Title:** |  | **First name(s):** |  | **Last**  **name:** |  |
| **Former first**  **name(s):** |  | **Former surname(s):** |  | **Known**  **as:** |  |
| **Current**  **Address**  **(including postcode:** |  | | **Daytime contact number:** |  | |
| **Home telephone**  **number:** |  | |
| **Email address for contact purposes:** |  | | **Mobile telephone:** |  | |
| **National Insurance**  **Number:** |  | | **What is your preferred method of contact?** |  | |

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| **3. Membership of Professional Bodies** | |
| **Professional Body / Association** | **Current status/ Membership no:** |
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| **4. Most Recent Employment Details** | | | |
| **Employment status:** |  | | |
| **Job title:** |  | **Salary/Grade:** |  |
| **Other benefits:** |  | **Date appointed:** |  |
| **Employer name and address (including postcode):** |  | **Work email:** |  |
| **Noticed required: (if applicable)** |  | **Employee number:**  **(if applicable)** |  |
| **If you are not currently in employment, please confirm the following:** | | | |
| **Date of leaving:** |  | **Reason for leaving:** |  |

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| **5. Teachers Only** | | | | | |
| **Teacher Reference Number:** | | |  | | |
| **Qualified Teacher Status:** | | | | | |
| **Yes** |  | **No** |  | **Date:** |  |
| **Statutory Induction Year completed (if qualified after May 1999)** | | | | | |
| **Yes** |  | **No** |  | **Date:** |  |

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| **6. Education, Training and Development – must be relevant for the post you are applying for** | | | |
| **Secondary Education, college, university or training establishment attended:** | **Qualifications or course details:** | **Awarding body:** | **Date of award:** |
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| **7. Employment / Education History**  **Please provide a full history of employment including periods of post-secondary education or training, and part-time and voluntary work. Please start with your most recent employer and finish with the date that you left secondary education. Please ensure that you provide explanations for periods when not employment, education or training and reasons for leaving.** | | | | | | |
| **From**  **MM/YY:** | **To**  **MM/YY:** | **Employment status:**  **(Employed / Education / Voluntary work / Not working)** | **Name and address of employer / education establishment / voluntary organisation** | **Job title:** | **Salary:** | **Reason for leaving / Reason for gap in employment:** |
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| **Have you ever accepted voluntary severance, voluntary early retirement or discretionary compensation from Liverpool City**  **Council?** | *Please provide details* |

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| **8. Person Specification – Essential Criteria. Please provide clear examples of your ability, experience and qualifications against the criteria on the person specification focusing on the essential criteria.** |
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| **9. Guaranteed Interview Scheme** | |
| **Do you wish to apply under the Guaranteed Interview Scheme?** |  |

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| **10. References. Please provide the names of two referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends.**  **PLEASE NOTE: If you are applying for a post that involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults but have done so in the past, please provide details of the most recent employer of this type of employment.** | | |
|  | ***Referee One*** | ***Referee Two*** |
| **Name:** |  |  |
| **Job Title:** |  |  |
| **Contact Address (including postcode):** |  |  |
| **Contact email address:** |  |  |
| **Contact telephone number:** |  |  |
| **Relationship to applicant:** |  |  |

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| **11. Criminal Convictions** | | | | |
| This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 2013, because it is a post which involves working with children or young people. You are therefore required to declare whether you have any existing or relevant pending criminal convictions (or cautions or bind-overs) including those which are spent. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are protected and are not subject to disclosure to employers and cannot be taken into account.  Guidance and criteria on the filtering of the cautions and convictions can be found on the Disclosure and Barring Service Website. <https://www.gov.uk/government/collections/dbs-filtering-guidance> | | | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** |  |  |  |  |
| **Are you included in any list of people barred from working with children by the Disclosure and Barring Service?** |  |  |  |  |
| **Are you subject to a Prohibition Order or Interim Prohibition Order for teachers?** |  |  |  |  |

Further information on teacher misconduct can be found at:

[**https://www.gov.uk/government/collections/teacher-misconduct**](https://www.gov.uk/government/collections/teacher-misconduct)

If you have answered yes to any of the above questions please give all details on a separate sheet, place the sheet in a sealed envelope marked **confidential** and enclose with your application form or send within a separate envelope under separate cover. Failure to disclose convictions, cautions or bind overs which have not been filtered could result in withdrawal of any conditional offer, disciplinary action or dismissal. It is a criminal offence to apply or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusions by the DBS.

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| **12. Declaration** | | | |
| I certify that the information contained in this application form is accurate and true. I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body. I give my consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records. (Data Protection Act 1998). I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration. | | | |
| **Signed:** |  | **Date:** |  |

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| **Thank you for your application.**  **Please return to us by email to:office@fouroaksprimary.com** |