**Job Application Form**

This form should be used to apply for a job and contains important information which will be used to assess your application for the role as well as confirming your employment and personal details. Therefore you should ensure it is accurately completed, and that you have clearly demonstrated how you meet the requirements of the role. Further guidance is available on our jobs website. This form must be received prior to the specified closing date and is available in other formats on request.

As an employer we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

**The completed form should be returned to the address provided in job advertisement**

|  |
| --- |
| Vacancy Details |
| Job title |  | Campaign Ref. No. |
|       |  |        |
| School Name |  |  |
|       |  |  |
| Where did you first hear / read about this job? |
|       |
| Do you wish to apply for the position on a part-time or job-share basis? |  |  |
| [ ]  Yes | [ ]  No |  |  |  |
|  |
| Personal Details |
| Full Name\* (title and full legal name is required) |
|       |
| National Insurance Number |  |  |  |
|       |  |  |  |
|  |
| Contact Details |
| Address (please provide full address with postcode) |
|        |
| Home Telephone Number |  | Mobile Phone Number |  |
|       |  |        |  |
| Email Address  |
|        |
|  |
|  |
| Employment |
| Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary |
| Employer Name and Address |
|       |
| Job title |  | Salary |
|       |  |        |
| Brief Details of Duties and Responsibilities |
|       |
| Start Date |  | End Date |  | Reason for Leaving |
|       |  |        |  |        |
|  |
| Employer Name and Address |
|       |
| Job title |  | Salary |
|       |  |        |
| Brief Details of Duties and Responsibilities |
|       |
| Start Date |  | End Date |  | Reason for Leaving |
|       |  |        |  |        |
|  |
| Employer Name and Address |
|       |
| Job title |  | Salary |
|       |  |        |
| Brief Details of Duties and Responsibilities |
|       |
| Start Date |  | End Date |  | Reason for Leaving |
|       |  |        |  |        |
|  |
| Employer Name and Address |
|       |
| Job title |  | Salary |
|       |  |        |
| Brief Details of Duties and Responsibilities |
|       |
| Start Date |  | End Date |  | Reason for Leaving |
|       |  |        |  |        |
|  |
| Education |
| Provide details of your education history, starting with your most recent / current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary. |
| Establishment |
|       |
| Start Date |  | End Date |  | Qualification Type and Level |
|       |  |        |  |        |
|  |
| Establishment |
|       |
| Start Date |  | End Date |  | Qualification Type and Level |
|       |  |        |  |        |
|  |
| Establishment |
|       |
| Start Date |  | End Date |  | Qualification Type and Level |
|       |  |        |  |        |
|  |
| Establishment |
|       |
| Start Date |  | End Date |  | Qualification Type and Level |
|       |  |        |  |        |
|  |
| Establishment |
|       |
| Start Date |  | End Date |  | Qualification Type and Level |
|       |  |        |  |        |
|  |
|  |
| Qualifications and Training |
| Provide details of your qualifications which are relevant to the job. Continue on a separate sheet if necessary. |
| Type / Level |  | Date Obtained |  | Subject & Result (as appropriate) |
|       |  |        |  |        |
|  |
|       |  |        |  |        |
|  |
|       |  |        |  |        |
|  |
|       |  |        |  |        |
|  |
|       |  |        |  |        |
|  |
|       |  |        |  |        |
|  |
|       |  |        |  |        |
|  |
|       |  |        |  |        |
|  |
|       |  |        |  |        |
|  |
| References |
| Please give details of two referees, one of which must be your current or most recent employer and the second either an employment or educational reference. We will seek references when you accept a provisional job offer except in instances where the role involved children or vulnerable adults where we will seek references prior to interview. |
| Name |
|       |
| Relationship To You |  | Job Title (if appropriate) |
|       |  |        |
| Address (please provide full address with postcode) |
|        |
| Telephone Number |  | Email Address |
|       |  |        |
| **Can we seek this reference without further consent from you?** [ ]  Yes [ ]  No |
| Name |
|       |
| Relationship To You |  | Job Title (if appropriate) |
|       |  |        |
| Address (please provide full address with postcode) |
|        |
| Telephone Number |  | Email Address |
|       |  |        |
| **Can we seek this reference without further consent from you?** [ ]  Yes [ ]  No |
| Additional Questions |
| We positively encourage applications from disabled people who have the necessary skills and experience for the job. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require for interview and / or to help you in this job. |
| Do you consider yourself to be disabled? |  | Do you require reasonable adjustments for your interview? |
| [ ]  Yes | [ ]  No |  | [ ]  Yes^ | [ ]  No |
| Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? If you are applying for a post which requires a Enhanced Disclosure & Barring Service (DBS) Check most convictions remain unspent and you must declare them. 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 these cautions and convictions can be found on the Disclosure and Barring Service website. |
| [ ]  Yes | [ ]  No |  |  |  |
| If YES to any of the above, please provide details here |
|       |
| Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for. |
|       |
|  |
| Application Questions |
| In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary / community work. You may find it helpful to address each of the criteria in turn. Continue on a separate sheet if necessary. Provide any additional information or comments you wish to bring to the attention of the selection panel. |
|       |
|  |
| Declaration |
| Provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary / community work. You may find it helpful to address each of the criteria in turn. Continue on a separate sheet if necessary. |
| Signature\* |  | Date |
|       |  |       |
| \*a signature is not required if this form is emailed from your given email address. |