

# Application Form - Schools

May 2019

Job Code:

Please return this form to:  
Mrs Sue Heath  
School Business Manager  
Haydonleigh Primary School  
Haydon Court Drive  
Swindon  
SN25 3PS

1. Personal Details				Ref No:	
The information in sections 1 and 2 will be detached from the application form prior to short listing.					
Surname				Forename(s)	
Title		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other		Date of Birth	
Address		Is this a job share application?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Contact Details (please tick preferred contact detail)			
		Home <input type="checkbox"/>			
		Work <input type="checkbox"/>			
		Mobile <input type="checkbox"/>			
		E-mail <input type="checkbox"/>			
Are you eligible to work within the UK?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you required to have a work permit to work in the UK?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Convictions / Disqualifications</b>					
<p>The amendments to the Exception 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 <a href="http://www.gov.uk/government/organisations/disclosure-and-barring-service/about">www.gov.uk/government/organisations/disclosure-and-barring-service/about</a> 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)?</p>					
<b>Canvassing</b>					
In order to ensure fairness and openness of our selection process please state whether you are related to, or in a close personal relationship with a Councillor or employee of Swindon Borough Council.				Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please give details:	Name:				
	Position in Council:				
	Relationship with yourself:				
<p>Please note that canvassing of Councillors or employees of Swindon Borough Council in relation to this application will disqualify any applicant. If evidence of this is discovered after appointment you may be dismissed without notice.</p>					

## Declaration

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed. I have reviewed the Privacy Notice in line with GDPR and give consent in line with the policy.

### General Data Protection Regulations (GDPR)

The law relating to Data Protection has changed with the introduction of the General Data Protection Regulations (GDPR). The School has produced a Privacy Notice Policy which summarises the key ways in which we deal with the information we hold about you, how we use it and your rights in relation to it. Please refer to the schools privacy policy for further information.

Signature		Date	

## 2. Equal Opportunities Monitoring Form

### How information about you will be used

You are requested to complete this information to enable us to monitor the effectiveness of our Corporate Equalities Strategy. This information will be used solely for monitoring purposes, will be treated as confidential and will be separated from the application form on receipt and before selection procedures commence.

Please place a tick in the boxes where applicable:

Are You?	Male <input type="checkbox"/> Female <input type="checkbox"/> If you prefer to use your own term please provide it here: _____
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Please indicate your current age band below:

Up to 19 ☐    20 - 29 ☐    30 - 39 ☐    40 - 49 ☐    50 - 59 ☐    60 - 69 ☐    Over 70 ☐

How would you describe your ethnic origin?	<b>White</b> British <input type="checkbox"/> Irish <input type="checkbox"/> Polish <input type="checkbox"/> Italian <input type="checkbox"/> Any other White background <input type="checkbox"/>	<b>Black or Black British</b> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background <input type="checkbox"/>
	<b>Mixed</b> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed Background <input type="checkbox"/>	<b>Asian or Asian British</b> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/>
	<b>Chinese</b> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/>	

Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Where did you see this vacancy advertised?

Local Newspaper <input type="checkbox"/>	Other <input type="checkbox"/>	Please state
Professional Journal <input type="checkbox"/>		
Job Centre <input type="checkbox"/>		
National Newspaper <input type="checkbox"/>		
Internet <input type="checkbox"/>		Please state website: <b>www.</b>

Are you currently employed by Swindon Borough Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Religion	
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Sexual Orientation	
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### 3. Vacancy Details

Job(s) Applied for:	
Ref No:	

### 4. Present or more recent employment, voluntary work or role

Job Title:		Name of Employer:	
Hours worked:		Employer's Address:	
Dates Employed:			
Notice Period:			
Current Salary plus Benefits:			
Key Duties:			

### 5. Reason for wishing to leave or left:

The Working Time Regulations place a maximum limit on weekly hours worked (48 hours). Will you continue in any other employment, should you be offered this appointment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 6. Previous Employment

Starting with the most recent first, please give details of jobs held including part-time and unpaid work. Do not include the details provided in Section 4 of the application form.

**If applying for a post, which involves working with children, young people and/or vulnerable adults, you are required to provide the dates you were employed from and to, and details of any gaps in your employment.** Continue on a separate sheet if necessary.

Name of Employer	Job Title and Main Duties	Dates of Employment and Reason for Leaving

## 7. Education

Please give details of any education, technical and/or professional qualifications. If you are currently studying please provide details of the qualifications you are studying for.

Examinations/Qualifications taken or to be taken (include subjects)	Results, Grades and Date Achieved

## 8. Training

Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary.

Date of Course	Course Title	Organising Body

## 9. Membership

Please indicate membership of any organisation(s) relevant to the job.

Name of Organisation	Type of Membership	Is Membership Current?

## 10. Skills, Abilities, Experience and Achievements

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification.

You may continue on **up to 2 separate sheets** and attach if necessary, please do not staple.

## 11. Disability

We guarantee to interview disabled applicants who meet the **essential** requirements for the post.

Do you consider yourself to have a disability?  
If YES, please tick the appropriate boxes below:

Yes ☐ No ☐

Please state any particular assistance or facilities you may require in attending an interview.

## 12. References

Please give details of 3 referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from **friends and relatives** are not acceptable. **Please note references will normally be taken up before interview.**

Name		Position/Occupation	
Address		Telephone No.	
		Fax No.	
		E-mail	
Relationship to yourself			

Name		Position/Occupation	
Address		Telephone No.	
		Fax No.	
		E-mail	
Relationship to yourself			

Name		Position/Occupation	
Address		Telephone No.	
		Fax No.	
		E-mail	
Relationship to yourself			