

Application Form - Support

Your guide to completing the form

Before you begin:

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively. Applications will only be accepted if this form is completed in full.

Read the advertisement and any additional supporting information provided, including the Job Description and Person Specification. In order to improve your chances of being selected, use specific examples from your experience and relate them to these documents, which lists the tasks you will be expected to carry out and describes how the job fits in with other employees.

Important notes:

- If you want to **complete the form electronically** and email it to us: finance@gainsborough.hackney.sch.uk
 1. You can type into the form and can return the completed version to us via email.
 2. You will not be able to sign the forms throughout the application form. By e-mailing the form to us, you declare that the information on this form are true and accurate. Email is taken as substitute for your signature. Please ensure that you type your name on the Data Protection & Applicant Declaration section to state that you are happy with how we process and use your information.
- If you want to **print the form** and send it via post:

Gainsborough Primary School, Berkshire Road, London, E9 5ND

 1. Complete the form in black ink and ensure that it is legible.
 2. Do not write outside the lines.
 3. Ensure that you have read and understood the declarations throughout the form, and that you have signed and dated your completed application form before returning it.
- You may find it useful to take a copy of your completed application form for your own personal records.
- You can find a copy of our Safeguarding & Child Protection Policy [here](#), as well as our DBS Policy for employment of ex-offenders on page 7 [here](#).
- For more information about how we use and process your personal data, please click [here](#).

Application Form - Support

For Office Use only

Please note that Part 2 of the application form should be provided to the shortlisting/interview panel.

PART 1

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for job applicants on page 8 of the application form.

VACANCY INFORMATION

Application for the post of:

Name of school (if applicable):

Where did you first hear about this job:

DISCLOSURE, BARRING AND RECRUITMENT CHECKS

We are legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Primary Advantage privacy notice.

Do you have a DBS certificate?: Yes No Date of check:

Please note that only candidates who are shortlisted will be asked for criminal record information. A separate form will be provided should you be shortlisted for interview.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived or worked outside of the UK in the last 5 years, Primary Advantage and/or the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Application Form - Support

Have you lived or worked outside of the UK in the last 5 years?: Yes No

If you've lived and/or worked outside of the UK, Primary Advantage and/or the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

Have you spent time living and/or working outside of the UK?

Yes

No

If yes, please give details, including countries and relevant dates:

RIGHT TO WORK IN THE UK

Primary Advantage and/or the school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Find out more about how Primary Advantage and/or the school recruits teachers from overseas [here](#).

Do you have the right to work in the UK?

Yes

No

If yes, please state on what basis:

UK citizen

EU settled status

Skilled worker visa

Graduate visa

Youth mobility visa

Other – please provide full details in the box below

SIGN AND DATE

Name (please print):

Sign:

Date:

Application Form - Support

Personal details

PERSONAL DETAILS

First name

Surname

Preferred title

Previous surnames

If you prefer to be called by a name other than the one listed above, please specify

National Insurance number

CONTACT DETAILS

Address

Postcode

Home phone

Mobile phone

Email address

Preferred means of contact

DISABILITY AND ACCESSIBILITY

Primary Advantage and/or the school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

Education and qualifications

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date if award)

Application Form - Support

PART 2

CANDIDATE

Employment history

CURRENT EMPLOYMENT DETAILS

Job title:

Employers Name:

Employer Address:

Start date:

End date:

Permanent or temporary:

Part-time or full time:

Salary:

Additional allowances:

Description of responsibilities:

PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school and give the reasons for the gap.

Start date	End date	Reason for employment gap

TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

Application Form - Support

Reasons for applying – Please complete your reasons for applying below or on a different document and attach this to your application.

Please ensure that if you are using a separate document for your supporting statement, you include your name on the page.

Please demonstrate how you meet the [requirements of the person specification below](#), giving examples, where appropriate. Also include further information about yourself that you feel is relevant. Please ensure you read the guidance notes on the first page before completing this section.

Application Form - Support

References - Please read carefully

Please give the names of 2 people who are able to comment on your suitability for this post. Your first referee must be your **current employer** (or, if you're not currently employed, from your **most recent employer**). Your second referee must be from a senior person with appropriate authority.

If your previous employment did not involve working with children, you should provide a second reference from a relevant employer from the last time you worked with children, if possible.

If you have never been in a role where you have worked with children, you must supply details of a second referee who can provide factual information on your most recent employment history relevant to the role you have applied for.

Primary Advantage and/or the school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee and to expect a request for a reference should you be shortlisted.

	Name	Relationship to you	Address and postcode	Contact number	Email address	Is this your current employer?
1						
If your referee knows you by a different name, please state:						
If you don't wish us to contact your referee without your prior agreement, please tick this box: <input type="checkbox"/>						
2						
If your referee knows you by a different name, please state:						
If you don't wish us to contact your referee without your prior agreement, please tick this box: <input type="checkbox"/>						

Declaration (to be signed by all applicants)

I have read and understood the information contained in this application form. I declare that all information provided in this application form is true and accurate to the best of my knowledge. I understand that omissions or incorrect statements will disqualify me, or if appointed, I will be liable to be dismissed. This declaration constitutes part of the terms of contract if I am appointed.

Signed (see Notes below):	Date:
Print name:	

Note: If you email this form to us (i.e. you can't sign it), then it is assumed that you declare that the information on this form, and your answers to the section on the Rehabilitation of Offenders ACT 1974, are true and accurate.

Application Form - Support

PART 3

MONITORING EQUAL OPPORTUNITIES

Primary Advantage is committed to being an equal opportunities employer. Primary Advantage does not discriminate on the basis of race, religion or belief, colour, sex or sexual orientation, age, physical or mental disability, marital status, nationality, ethnic or national origin. All matters related to employment are decided on the basis of qualifications, merit and business need.

The Monitoring information section will be removed prior to shortlisting and will not be used for selection purposes. It will only be used for statistical monitoring purposes to ensure all applicants receive the same consideration and are treated fairly when applying for jobs.

Please complete the Equal Opportunities Monitoring form to enable us to monitor the effectiveness of our equal opportunities policy in regards to our applicants. If you do not wish to provide some of this information, please tick the 'Do not wish to disclose' boxes as appropriate. Information will be treated in strict confidence and used only for monitoring purposes and will not form any part of the assessment process. Data is collected in accordance with the requirements of the Data Protection Act and the Code of Practice issued by the Chartered Institute of Personnel and Development.

Personal and post details

Name: Date of Birth: Sex: Male: Female: Do not wish to disclose:

Post applied for: Vacancy reference number:

Transgendered/transsexual

Yes: No: Do not wish to disclose:

Sexual orientation

Heterosexual: Gay: Lesbian: Bisexual: Do not wish to disclose:

Marital status

Single: Civil Partnership: Widow/Widower: Separated:
Married: Living with Partner: Divorced: Do not wish to disclose:

Disability

The equality Act 2010 defines a disabled person as someone with a 'physical or mental impairment' which has substantial and long term adverse effect to carry out normal day to day activities. This can include cancer or other such long term illnesses. If you consider yourself to have a disability that falls under this definition, please specify it below.

No disability: Visual: Long term illness: Physical co-ordination:
Speech: Learning difficulties: Mobility: Reduced physical capacity:
Hearing: Mental Health: Physical disability: Do not wish to disclose:

Other disability, please specify:

Application Form - Support

Religion/belief

Christian: • Muslim: • Secular beliefs: • Orthodox Jewish/Charedi: •
Hindu: • Sikh: • Atheist/no belief: • Other Jewish: •
Buddhist: • Do not wish to disclose: •

Other, please specify:

Caring responsibilities

Do you have any caring responsibilities?

Adults/sick: • Adults/disabled: • Adults/elderly: •
Children under 16: • Children under 16/sick: • Children under 16/disabled: • Do not wish to disclose: •

Other, please specify:

Ethnic Group

White Black or Black British
British: • Caribbean: •
Irish: • African - Somali: •
Traveller of Irish heritage: • African - Congolese: •
Gypsy Roma: • African - Nigerian: •
Turkish/Turkish Cypriot: • African - Ghanaian: •
Kurdish: • Other West African: •
Greek/Greek Cypriot: • Any other Black background: •
Jewish: • Please specify:
Orthodox Jewish/Charedi: •

British Chinese or South East Asian
White Eastern European: • Chinese: •
White other European: • Vietnamese: •
Any other White background: •
Please specify:

Asian or Asian British Mixed
Indian: • White and Black Caribbean: •
Pakistani: • White and Black African: •
Bangladeshi: • White and Asian: •

Application Form - Support

Any other Asian background •

Please specify:

Any other Mixed background: •

Please specify:

Any other ethnic group

Any other background: •

Please specify:

Do not wish to disclose: •

Language (please tick)

Language	Fluency (Mother Tongue or qualified fluency etc)	Is this your first Language?
	Mother Tongue • Fluency (Qualified) • Other •	
	Mother Tongue • Fluency (Qualified) • Other •	
	Mother Tongue • Fluency (Qualified) • Other •	