**APPLICATION FORM**

Please return your completed application form to:

**Samantha Durrell, Human Resources, recruitment@cooperscoborn.co.uk**

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| **Application for the post of** |  |

**Your details**

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname  |  |
| Previous names |  |
| Address |  |
| Postcode  |  |
| Telephone number |  |
| Email address  |  |
| Date of birth |  |
| NI Number |  |

**Employment History**

Starting with your most recent job role, please list all previous employment (whether paid or unpaid, including casual or voluntary work, whether in the UK or overseas) providing all of the requested details. Please include periods of unemployment.

|  |  |
| --- | --- |
| Name of Current/Last Employer |   |
| Address |  |
| Start date of employment |  |
| End date of employment |  |
| Job title |  |
| Salary / Grade |  |
| Period of Notice |  |
| Reason for leaving |  |
| Brief description of responsibilities: |

|  |  |
| --- | --- |
| Name of Current/Last Employer |   |
| Address |  |
| Start date of employment |  |
| End date of employment |  |
| Job title |  |
| Salary / Grade |  |
| Period of Notice |  |
| Reason for leaving |  |
| Brief description of responsibilities: |

|  |  |
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| Reason for leaving |  |
| Brief description of responsibilities: |

|  |  |
| --- | --- |
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| Address |  |
| Start date of employment |  |
| End date of employment |  |
| Job title |  |
| Salary / Grade |  |
| Period of Notice |  |
| Reason for leaving |  |
| Brief description of responsibilities: |

**Gaps in employment history**

## Please give details of any gaps in your employment history, including any time spent living or working overseas for any period of time. Please include dates and the reason for the gap.

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**Qualifications**

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| --- | --- | --- | --- | --- |
| **Name of School/ College/University** | **From** | **To** | **Qualification** | **Grade** |
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**Teachers only**

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| Teaching Ref No  |  |
| Date of qualification  |  |
| Have you completed an induction period as an Early Careers Teacher? | **Yes** |  |
| **No** |  |

**Training and Development**

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

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| --- | --- | --- | --- | --- |
| **Name of Training Provider** | **From** | **To** | **Qualification/Grade obtained** | **Awarding Body** |
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**Professional Memberships/Qualifications**

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

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| **Name of Professional Body** | **Qualification/Membership and Date** |
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**Supporting Statement and Achievements**

Please use the space below to tell us how you meet the criteria for this post and person specification including personal qualities and experience. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

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**Eligibility to work in the UK**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are you eligible to work in the UK? |  |  |
| Do you require sponsorship to take up this position? |  |  |

**Referees**

## Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer.

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| --- |
| **Referee one: This referee must either be your current or previous employer** |
| If you are invited for interview, may we approach this referee without further reference to you? | **Yes** |  |
| **No** |  |
| Name |  |
| Job title |  |
| Email |  |
| Address |  |
| Post Code |  |
| Relationship to you |  |
| Period of time applicant known to referee |  |
| Telephone number |  |
| Email address |  |

|  |
| --- |
| **Referee two:** |
| If you are invited for interview, may we approach this referee without further reference to you? | **Yes** |  |
| **No** |  |
| Name |  |
| Job title |  |
| Email |  |
| Address |  |
| Post Code |  |
| Relationship to you |  |
| Period of time applicant known to referee |  |
| Telephone number |  |
| Email address |  |

**Disability**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

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| --- | --- | --- |
| Do you have a disability you wish us to know about at this stage? | **Yes** |  |
| **No** |  |
| If yes, please let us know what access requirements you may have. |  |

**Declaration of Relationships**

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| Are you related to, or have a close personal relationship with any current employee or School Governor? | **Yes** |  |
| **No** |  |

If yes, please state their name and the position they hold:

|  |  |
| --- | --- |
| Name |  |
| Position |  |

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**Online Searches**

As part of our safeguarding obligations, we will carry out online searches on you as part of our due diligence. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore more at interview. In doing this, we will only be looking at information which might potentially impact your ability to carry out the role, and we recognise that there is a difference between your public and private life.

We will carry out this search if you are shortlisted for the position you are applying for.

If you have any comments regarding this process, please do note this below. We can then consider this as part of the process.

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| --- |
| Comments: |
|  |

**Declaration of Offences**

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration of Offences, giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

The amendments to the Exceptions Order 1975 (2013 & 2020) 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 Ministry of Justice website.

Any offer of employment will be made **conditional** upon a satisfactory Enhanced DBS check including a Children’s Barred List information, where applicable to the role in question.

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| --- | --- | --- |
| Are you currently member of the DBS Update Service? | **Yes**  |  |
| **No** |  |

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

**Prohibition Checks**

Following successful interview, the School will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised “teaching work” as defined by The Teachers’ Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past.

**Safeguarding**

The School is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and we expect all staff to share this commitment.

The post you are applying for is classed as having a high degree of contact with children and involves “regulated activity”. As such it is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced DBS check, including a Children’s Barred List information, where applicable to the role in question. Additionally, shortlisted candidates will be subject to online searches for publicly available information.

**Data Protection**

The School processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

**I authorise The Coopers’ Company and Coborn School to check the information supplied and hold all such information in both paper and electronic formats.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_