

**AKAAL PRIMARY SCHOOL – APPLICATION FORM**

1. **POSITION APPLIED FOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. **Personal Details**

**Mr/Mrs/Miss/Other:** \_\_\_\_\_\_\_\_\_\_\_

**Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Forenames:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National Insurance Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone number:**

(home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mobile): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have the right to work in the UK (Right to Work in UK guidance)?** YES/NO

*Note: the company will require proof of this right before an offer of employment can be confirmed*.

**Are you medically and physically fit and in an appropriate state of health to undertake all duties as outlined in the job description provided and for which you are applying?** YES/NO

If no please state:-

**Are you related to any employee of the company?** YES / NO / don’t know

If yes please give name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Education**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of school | Qualifications gained and grades/levels |
|  |  |  |  |

*Add additional rows if necessary.*

**4. Further Education**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of institution (state if full or part time) | Qualifications gained and awarding body |
|  |  |  |  |

*Add additional rows if necessary.*

**5. EMPLOYMENT HISTORY / RECORD**

*(please list chronologically, starting with current or last employer)*

**Present Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Current post | Employed from | Brief description of duties and responsibilities | Employed to |
|  |  |  |  |  |

**Previous Employers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of address of employer and nature of business | From | To | Job title and main responsibilities | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Add additional rows if necessary.*

*If there are any gaps in your employment or education history please explain / give details.*

**6. TRAINING and additional / further qualifications**

Details of additional training courses attended and awards achieved, including dates if appropriate.

|  |
| --- |
|  |

**7. SUITABILITY FOR THIS POSITION/PERSONAL STATEMENT**

Please detail your suitability for this position relating to the person specification issued

|  |
| --- |
|  |

**8. DISABILITY DISCRIMINATION ACT 1995**

Section 1 of this act describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long term effect on his/her ability to carry out normal day-today activities’.

Using this definition, would you consider yourself to be disabled? Yes / No

If yes, do you require any special arrangements to be made to assist you if called for interview? Please provide details:

**9. REFERENCES**

Please give details of at least two referees who can comment on your suitability for the position. One should be your current or most recent employer. When contacting references we seek information of any past disciplinary issues or safeguarding issues you may have been subject to. If appointed, written references will need to be received prior to any offer or confirmation of employment. If you would like us to refrain from contacting a referee before a certain date you must state this in your interview. Please do not submit this application form without all details being fully completed.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company/Organisation: | Company/Organisation: |
| Address: | Address: |
| Email:  Telephone Number: | Email:  Telephone Number: |
| Nature of relationship/Capacity in which known: | Nature of relationship/Capacity in which known: |

***I understand that if the position for which I am applying includes working with children under the age of eight years then the Disqualification under the Childcare Act 2006 applies and a check will also be made to ensure applicants are not disqualified under the (Disqualification) Regulations 2018. Where the position for which I am applying is to work in regulated activity as set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 then an enhanced DBS disclosure will be required.***

**10. VERIFICATION OF INFORMATION / DECLARATION**

I declare that all the information which I have given on this form is complete and accurate.

I understand that original documentation will be required as proof of identity, qualifications, training etc.

I understand that any offer of employment will only be conditional on satisfactory completion of the required pre-employment checks:

* enhanced DBS (where position is within regulated activity)
* where appropriate, separate checking of the barred from regulated activity list 99
* medical and fitness
* prohibition from teaching (where appropriate)
* prohibition from management (where appropriate)
* overseas check (where appropriate)
* right to work in the UK check
* Qualification (where appropriate)
* Suitability to work with children (Disqualification from Childcare Act 2006)

For the purpose of General Data Protection Regulations I consent to the information contained on this form and any information received by or on behalf of AKAAL Primary School, being processed and stored as part of the recruitment process and in line with the company Privacy Notice. YES/NO

Signature:

Date: