

**Job Application Form**

This form should be used to apply for a job and should be accompanied by an Equality Details Form. This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so 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 in our Applicant Guide to Applying for a Job. 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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vacancy Details | | | | | | | | |
| Job Title |  | | | | | | | |
| 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 | | | | | | | | |
| Surname(s) |  | | | | | | | |
| Forename(s) |  | | | | | | | |
| Title |  | |  | | | | | |
| NI Number |  | | | | | |  | |
| Home Address |  | | | | | | | |
| Home Tel. No. |  | | | Mobile Tel. No. | | |  | |
| Email Address\* |  | | | | | | | |
| Teaching Staff Only | **Teacher Reference Number (DfES)** | | | | | | | |

|  |
| --- |
| ***\*****If provided this will be used for future correspondence.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Current 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. | | | |
| Name & Address of Employer |  | | |
| Job Title |  | | |
| Start Date |  | End Date |  |
| Reason for Leaving |  | | |
| Brief details of duties and responsibilities |  | | |

**Previous Employment**

Please provide details of your employment history, starting with your most recent/current employer and working back. Please also account for any gaps in employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Employer Name and Address | Job Title & Main Duties | Reason for leaving |
| From | To |  |  |  |
|  |  |  |  |  |

**Previous Employment continued…**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Employer Name and Address | Job Title & Main Duties | Reason for leaving |
| From | To |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Education/Qualifications/Training | | | |
| 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. | | | |
| Courses attended/Qualification/Subjects | Grade/Level | School, College or Training Provider | Year completed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Details of Training and Skills**

|  |
| --- |
| Please provide (starting with most recent) any courses that you have undertaken and which are relevant to the job you are applying for. |

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Result** | **Year completed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Application Questions |
| 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. |
|  |

|  |
| --- |
| Application Questions continued… |
|  |
|  |

|  |
| --- |
| 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. |
|  |
| Referee 1 – Current/Most Recent Employer or Educational Establishment |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Forenames(s) |  | | | | | |
| Surname |  | Title (e.g. Mr, Mrs | | |  | |
| Job Title |  | | | | | |
| Organisation |  | | | | | |
| Address |  | | | | | |
| Post Code |  | Tel No. |  | | | |
| Email Address |  | | | | | |
| Can we seek this reference without further consent from you? | | | | 🞏 Yes | | 🞏 No |

|  |
| --- |
| Referee 2 – Employment, Education or Character |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Forenames(s) |  | | | | | |
| Surname |  | Title (e.g. Mr, Mrs | | |  | |
| Job Title |  | | | | | |
| Organisation |  | | | | | |
| Address |  | | | | | |
| Post Code |  | Tel No. |  | | | |
| 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? | | | Yes | | | No |
| Do you require reasonable adjustments for your interview? | | | Yes | | | No |
| Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for. | | |  | | | |
| Are you related to, or have a personal relationship with a Councillor, Governor or Employee of the School or Warwickshire County Council? (Failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice | | | Yes | | No | |
| If YES, provide details. | | |  | | | |
| Declaration | | | | | | |
| With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I understand that any offer of employment is subject to the relevant pre employment checks including but not limited to satisfactory a)Verification of identity b) References, c) DBS Certificate and check of the barred list/s (if applicable), d) Medical clearance e) Proof of eligibility to work in the UK f) Proof of qualifications and registrations. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. | | | | | | |
| Signature\* |  | Date | |  | | |
| \*a signature is not required if this form is emailed from your given email address. | | | | | | |

**Please submit your completed application form, covering letter and Equality Monitoring form FAO Mrs Samantha Hughes, HR Officer** [**hughes.s@aylesfordschool.org.uk**](mailto:hughes.s@aylesfordschool.org.uk) **by the closing date and time. Applications will not be considered after the closing date. We do not accept CVs.**

**If posting this application please send FAO Mrs Samantha Hughes, Aylesford School Warwick, Tapping Way, Warwick CV34 6XR ensuring the correct postage is paid.**

**The school cannot be held responsible for applications that do not arrive by email. We therefore recommend that if you send your application form by email, you contact the school to ensure it has been received allowing sufficient time for a faxed or posted copy to be sent before the closing date, if necessary.**

**Application Guidance Notes**

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept Curriculum Vitaes (CVs)/Resumes alone. We recommend that you retain a copy of your application form so that you can refer to this, should you be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies needed to do the job. When completing the application, you should provide your entire work history, including a description of any gaps in this history. In addition, you should outline all the skills, qualifications and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.

The additional information section is the most significant element of the application form, as this is the section where you have the opportunity to explain why you are suitable for the vacancy you are applying for. To give yourself the best opportunity of being short-listed, you should look at the criteria/competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career that show how you can demonstrate these. If you do not meet all of the essential criteria, you are very unlikely to be invited to interview.

We ask all potential employees to inform us of any relationships to councillors, school governors or employees in order to ensure everyone is treated fairly and so that we can ensure there is no reason why offering a position would be unfair. For example it may be inappropriate to offer someone a position within an organisation where they work for a family member, or asking someone to take a position where they manage grants for voluntary services when their family work for a relevant voluntary organisation.

Due to the number of applications, it is not possible to respond to them all. As a result you should assume that you have been unsuccessful if you have not heard from us within 2 weeks of the closing date for the given job.

We are committed to safeguarding and promoting the welfare of all those we serve, therefore, if you are offered a job the offer will be conditional on satisfactory pre-employment checks, these can include; references, qualifications, evidence of right to work in the UK and other evidence e.g. driving licence, as well as a medical questionnaire, and in some instances taking a medical examination. Shortlisted candidates will be required to complete a Conviction Disclosure Form. Successful candidates will also have to undergo a Disclosure and Barring Service (DBS) check.

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.

Please submit your application form the address provided in the advertisement. If posting this application please ensure the correct postage is paid and that it is sent in sufficient time to be received before the closing date. We cannot be held responsible for postal issues or errors.

**Advice and guidance can be obtained from Mrs Samantha Hughes, HR Officer & Headteacher’s PA or Mrs Anna Orme, Director of Operations:**

**01926 747100 or via email at:** [**hughes.a@aylesfordschool.org.uk**](mailto:hughes.a@aylesfordschool.org.uk) **or** [**orme.a@aylesfordschool.org.uk**](mailto:orme.a@aylesfordschool.org.uk)

**Equality Details Form**

**This form provides information about your equality details.** This information is used by the organisation to review compliance with equality and diversity targets as well as helping to plan the workforce for the future.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personal Details | | | | | |
| Surname(s) |  | | | | |
| Forename(s) |  | | | | |
| Title |  | |  | | |
| Job Title |  | | | | |
| Gender | | | | | |
| 1. Provide your gender at birth | | Male | Female |  | |
| Sexual Orientation | | | | | |
| 2. Provide your sexual orientation | | Heterosexual / Straight | | Gay / Lesbian | |
|  | | Bisexual | | Prefer not to say | |
| Religion and Beliefs | | | | | |
| 3. Provide the religion or belief that is most suitable? | | Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | No Religion | |
|  | | Prefer not to say | | Other\* (Go to 4) | |
| 4. If OTHER, provide details. | |  | | | |
| Ethnic Origin | | | | | |
| 5. White | | White British | White Irish | White Other\* (Go to 10) | |
|  | | White Gypsy or Irish Traveller | |  | |
| 6. Mixed | | White & Black Caribbean | | White & Black African | |
|  | | White & Asian | Other Mixed Ethnic Group\* (Go to 10) | | |
| 7. Asian or Asian British | | Indian | Pakistani | Bangladeshi | |
|  | | Chinese | Other Asian or Asian British\* (Go to 10) | | |
| 8. Black or Black British | | Caribbean | African | Other Black or Black British\* | |
| 9. Other Ethnic Groups | | Arab | Any Other Ethnic Group\* (Go to 10) | | |
|  | | Prefer not to say | |  | |
| 10. If OTHER\*, provide details. | |  | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Disability | | | | | | | | | |
| **The Disability Discrimination Act (1995) defines a disabled person as someone with a 'physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.** | | | | | | | | | |
| 11. Under this definition do you consider yourself to have a disability? | | Yes | **Go to 12** | | | | No | | **Go to Declaration** |
| 12. If you have answered yes, to help identify and better understand the needs of our disabled employees, please indicate the type(s) of impairment which applies to you. | | Hearing Impairment | | | | Learning Difficulties | | | |
| Learning Disability | | | Long standing illness or heart condition | | | | |
| Mental Health Condition | | | | Mental Illness | | | |
| Mobility Impairment | | | | Neurological Condition | | | |
| None | | | Physical Coordination Difficulties | | | | |
| Physical Impairment | | | | Prefer not to say | | | |
| Reduced Physical Capacity | | | | Sensory Impairment | | | |
| Speech Impairment | | | |  | | | |
| Visual Impairment (not corrected by spectacles) | | | | | | | Other |
| If OTHER, provide details. | |  | | | | | | | |
| **If you have a disability that may have an effect upon your work, your health & safety at work or the health & safety of others, you must make your manager aware of this. This is so that any appropriate measures can be identified that would ensure the health & safety of you, your work colleagues or members of the public while you are at work.** | | | | | | | | | |
| Declaration | | | | | | | | | |
| I certify that I have the authority to make this request and have provided information that is accurate to the best of my knowledge and belief. I recognise that failure to declare any relevant information or the provision of false or misleading information may result in appropriate action being taken. | | | | | | | | | |
| Signature\* |  | | | Date | | | |  | |
| \*a signature is not required if this form is emailed from your given email address. | | | | | | | | | |