# Application Form for Employment

**(Teaching and Support Staff)**

Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’. Please note CVs will only be considered when accompanied by a completed application form.

|  |  |
| --- | --- |
| **Application for the post of** |  |
| **Position Ref No** |  |

**Your details**

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email address |  |
| NI Number |  |

## How would you like us to contact you about your application?

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| By phone |  |  |
| By email |  |  |
| By post |  |  |

**Eligibility to work in the UK**

|  |  |
| --- | --- |
| Are you eligible to work in the UK? | **Yes/No** |
| Are you a Swiss/EEA citizen?  If “Yes” to the above, when did you become resident in the UK? | Yes /No **Date:**  (DD/MM/YY) |
| Do you require a work permit to work in the UK? | **Yes/No** |

**Teachers only**

|  |  |
| --- | --- |
| Teaching Ref No |  |
| Date of qualification |  |
| Have you completed an induction year as a Newly Qualified Teacher? | **Yes/No** |

## Employment History

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. **Please include periods of unemployment and please account for any gaps in employment.**

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

**Previous Employment**

|  |  |
| --- | --- |
| Name of Employer:  Address: | Start date of employment (DD/MM/YY): |
| End date of employment (DD/MM/YY): |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | Start date of employment: |
| End date of employment: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |

## Qualifications and Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Education** |  |  |  |  |
| **Name of School/ College** | **Date From**  **MM/YY** | **Date To**  **MM/YY** | **Qualification** | **Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

###### 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University/Other** | **Date From**  **MM/YY** | **Date To**  **MM/YY** | **Qualification/Grade obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Memberships/Qualifications**

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

|  |  |
| --- | --- |
| **Name of Professional Body** | **Qualification/Membership and Date** |
|  |  |
|  |  |
|  |  |
|  |  |

**Supporting Statement and Achievements**

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

|  |
| --- |
|  |

## Referees

Ifyou are successful, we will obtain references which cover a full five-year history.. Your first referee must be your current or last employer (if you have one). The person named **as a referee** should be someone who can provide a reference on behalf of the current or last employer. In accordance with the Keeping Children Safe in Education (KCSIE) guidance, the Trust will verify any information provided by the candidate to ensure it is correct and from a legitimate source. If you are a school/college leaver, you should give the details of your Head Teacher or Tutor. No personal referees will be accepted, and neither will personal, email addresses. If you are not currently working with children, one referee must be from the organisation where you last did, if appropriate.

Questions will be asked in relation to ability and performance. In relation to work with children we will also be seeking information about any past disciplinary issues and/or allegations relating to children and/or child protection which you may have been subject to. If you have any concerns about this, please contact the Recruiting Officer.

Please note that in accordance with requirements under the safer recruitment guidelines if you are applying for a position working with children and/or vulnerable adults and are shortlisted, references will be automatically requested so as to be available to the panel at interview stage.

Following appointment, your former employer will be contacted to confirm your start and end dates. In accordance with our obligation to ensure Safer Recruitment, the Trust will also seek to confirm or validate the references that have been provided.

## Please see guidance notes for more information.

|  |  |
| --- | --- |
| **Referee one: This referee must either be your current or previous employer** | |
| Name |  |
| Job title |  |
| Email address |  |
| Address |  |
| Post Code |  |
| Relationship to you |  |
| Telephone number |  |

|  |  |
| --- | --- |
| **Referee two:** | |
| Name |  |
| Job title |  |
| Email address |  |
| Address |  |
| Post Code |  |
| Relationship to you |  |
| Telephone number |  |

The School may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the School does this, it will act in accordance with its data protection and equal opportunities obligations.

**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.

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
|  |  |
| 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.

A Note on Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

* Inclusion on the Children’s Barred List;
* Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
* Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);
* Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education’s guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

**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 PolyMAT to check the information supplied and hold all such information in both paper and electronic formats.**

If you are successful in your application you will be asked to sign this declaration

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

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

**Guidance Notes**

1. **How to complete your application**

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

1. **What are selection criteria**

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

1. **Working in the UK**

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

1. **Current or most recent employment**

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

1. **Qualifications & Training**

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

1. **Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, ‘able to organise activities’, you must do more than say, ‘I am an organised person’. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

1. **Declaration**

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

**Attached Documents**

1. **Declaration of Criminal Offences**

Please see separate form enclosed and read the guidance notes to that declaration carefully prior to completing it.

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure 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.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

1. **Monitoring**

Attached to this application form is an Equal Opportunities Monitoring Form that should be completed and provided to the school alongside your completed application form. This School has an Equal Opportunity and Diversity Policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

**Checklist**

**Before you submit your application, please check that you have:**

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|  |  |
| --- | --- |
| Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job |  |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to |  |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience |  |
| Attached additional information if you have run out of space |  |
| Kept a copy of your completed application form and Job Description and Person Specification |  |
| Completed the following forms to be returned in separate envelopes as indicated in those forms:   * Equal Opportunities Monitoring form * Disclosure of Criminal Convictions Self-Disclosure Form |  |
| Made sure that your application form will be received by the closing date  ***NB if you are sending your form in the post, please ensure that you attach the right amount of postage*** |  |

**What happens next?**

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

**Please email your completed application form, Equal Opportunities Monitoring Form and Disclosure of Criminal Convictions Self-Disclosure Form as separate attachments to:**

Ann Cherry

HR Manager

acherry@woolwichpoly.co.uk