



Thank you for requesting an application form for a vacancy with this school. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes.

Please note CVs will only be accepted alongside a completed application form. Please complete the form in its entirety and do not rely on the content of your CV to answer questions asked on the application form. All sections of the form must be completed. Late applications will not normally be considered.

Cramlington Village Primary School is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced Disclosure Barring Service check.

Please ensure that you complete all sections of Part 1 and Part 2 of the application.

Please enclose a personal statement of no more than two sides of A4 and send the completed form with this application to recruitment@villageprimary.org

Please do not send applications via the post, we are only accepting applications via email to the above address.

Vacancy Job Title	
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Part 1

1. PERSONAL DETAILS

All forenames	
Surname	
All previous surnames	
Title	
Current Address	
Postcode	
Resident at this address since [date]	
Home telephone number	



Mobile telephone number	
Email address	
National Insurance number	
DfE reference number (if applicable)	
Do you have qualified Teacher Status?	
Are you registered with the General Teaching Council?	
Are you subject to any legal restrictions in respect of your employment in the UK?	
Do you require a work permit?	
Are you related to or have a close personal relationship with any pupil, employee, or governor?	
Salary - Present scale – Present spinal point	

2. PRESENT / LAST APPOINTMENT

Name and address of employer	
Telephone number	
Job title	
Date appointed to current post	
Current salary	
Date available to begin new job	
Brief description of duties	
Reason for leaving	



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3. 10 YEAR EMPLOYMENT HISTORY / RELEVANT EXPERIENCES (PAID OR UNPAID)

Job title or position	Name and address of employers/ organisation	Nature of activity	Achievement or experience gained	Dates	Reason for leaving
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4. GAPS IN EMPLOYMENT OR TRAINING:

From	To	Reason for gap

Please continue on an additional sheet if necessary

5. DETAILS OF SECONDARY EDUCATION

Educational institution/college/university	Dates	Exams passed and qualifications gained including NVQs (please include grades and dates attained)

6. DEGREES OR PROFESSIONAL QUALIFICATIONS

Qualification (e.g. BA, BEd)	University/college	Subject(s)	Class of degree	Date awarded

7. POSTGRADUATE QUALIFICATIONS



Qualification (eg. MA, PGCE)	University/college	Subject(s)	Class of degree / date Awarded

8. RECENT PROFESSIONAL DEVELOPMENT (NON-AWARD BEARING)

9. PROFESSIONAL COURSES ATTENDED

Please list relevant courses attended in the past three years.

Subject	Organising Body	Date(s)	Duration

10. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS





PART 2 Internal Ref. No. _____

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

11. REFEREES

Please give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. References will not be accepted from relatives or from people writing solely in the capacity of friends. It is this school's practice to take up references for short-listed applicants prior to interview unless you request otherwise

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

12. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BINDOVERS

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You must therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have ANY convictions, cautions or reprimands, warnings or bind-overs?
Please mark the relevant box

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory CRB clearance. A copy of this notice will be sent to your referees.

13. ELIGIBILITY TO WORK IN THE UK

Are you eligible to work in the United Kingdom and are you able to provide proof of this?

Yes ☐ No ☐

The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file

14. RELATIONSHIPS

Are you in any way related to or have a personal relationship with or an employee or governor of the school?

Yes ☐ No ☐

If 'Yes' please give details below:

Name:

Relationship:

Job title:

Soliciting support or information, which may be deemed to offer an unfair advantage in connection with this appointment, will disqualify your application.

15. DISCIPLINARY ACTION

Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

Yes ☐ No ☐

If 'yes' please give brief details below or on an additional sheet if necessary



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16. EQUAL OPPORTUNITIES MONITORING

Cramlington Village Primary School is committed to the promotion of equality of opportunity in its employment policies, practices and procedures. To make this meaningful we need to monitor the effectiveness of our policies, by analysing statistical information. The information requested below is used for statistical purposes only. This information is not used to inform decisions about individuals. The data is gathered and used, for instance, to record percentages of different groups (e.g. to benchmark against community profiles) and indicate if particular groups are being treated differently. The monitoring of statistical data will help us to ensure we are effectively promoting and operating equal opportunities and anti-discriminatory practice in our employment policies and procedures. All information is held securely and confidentially. We ask you to sign this form at the end to show that you understand that we will retain the information and what it will be used for.

Explanatory notes:

Ethnic Origin

The ethnic origin categories are the same as those used in the population census in 2001. They are recommended by the Equality and Human Rights Commission as the basis for reporting statutory performance indicators.

Disability

The definition of disability under the Equalities Act 2010 states that “a person has a disability for the purposes of this Act if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.

General information	
Title	
First name(s)	
Surname	
Please indicate which staff group you work in:	(Please tick)
Leadership group	
Teachers	
Teaching assistants	
Support staff	

Gender			
Classification	(tick)	(tick)	
Male		Female	

Age



	(tick)		(tick)		(tick)		(tick)
16 to 19		30 to 39		50 to 59		65 +	
20 to 29		40 to 49		60 to 64			

Disability - do you consider yourself to have a disability?			
		(tick)	(tick)
Yes			No

Is there anyone who relies on you for day-to-day care and attention?			
		(tick)	(tick)
Yes			No
If YES, please tick as appropriate:			
		(tick)	(tick)
Children	Age 0 to 6		Age 6 to 11
			Age 12 to 16
Other dependant or person to whom you are a carer			

Ethnicity – how would you best describe your ethnic origin?			
Classification		Code	(tick)
White	British (i.e. English/Scottish/Welsh)	WB	
	Irish	WI	
	Any other White background*	WO	
Mixed	White and Black Caribbean	MC	
	White and Black African	MB	
	White and Asian	MA	
	Any other Mixed background*	MO	
Asian or Asian British	Indian	I	
	Pakistani	P	
	Bangladeshi	B	
	Any other Asian background*	AO	
Black or Black British	Caribbean	BC	
	African	BA	
	Any other Black background*	BO	
Chinese	Chinese	C	
*Other ethnic group	Please state:	OE	

17. DECLARATION

I confirm the above information is correct. I confirm that I understand how the information provided will be retained and what it will be used for. I understand that the information on this form will be treated in the strictest confidence.



Name

Signed..... Date

Thank you for taking the time to complete this form. Please return it via email to **recruitment@villageprimary.org**