

Application Form

**Ermysted’s Grammar School**

Please return this form when complete to the School via [recruitment@ermysteds.uk](mailto:recruitment@ermysteds.uk)

Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel; therefore, clarity is essential.

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| **Post** |  |
| **Closing Date** |  |
| **Reference Number** |  |

**Personal Details (BLOCK CAPITALS)**

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| --- | --- | --- | --- |
| **Title (Mr, Mrs, Miss, Ms, etc.)** |  | | |
| **Forename(s)** |  | | |
| **Surname** |  | | |
| **Address**: | | **Telephone** (home): |  |
| **Telephone** (mobile): |  |
| **Postcode**: | | **Email**: |  |
| **National Insurance Number**: | | (Please indicate preferred contact method) | |

**Secondary Education (most recent qualifications first)**

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| --- | --- | --- | --- | --- |
| **School/College** | **Subject** | **Qualification** | **Grade** | **Year obtained** |
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**Higher Education / Vocational / Professional Qualifications held**

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| --- | --- | --- | --- | --- |
| **University/College/Organisation** | **Subject** | **Qualification** | **Grade** | **Year obtained** |
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**Qualifications currently being studied**

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| --- | --- | --- |
| **Method of study** | **Level** | **Examination date** |
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**Training completed / Courses attended**

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| --- | --- | --- | --- |
| **Dates** | | **Title of course** | **Details** |
| **From** | **To** |
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**Additional qualifications or expertise you may be able to offer the School**

For example, music grades, foreign languages spoken, sporting involvement/qualifications, Duke of Edinburgh, expedition leader qualifications, public speaking/debating, etc.

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**Current (or most recent) employment**

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| --- | --- |
| **Name of Employer**: | |
| **Address**: | |
| **Position held**: | |
| **Current Salary**: | **Telephone Number**: |
| **Start date**: | **End date (if applicable):** |
| **Reason for leaving**: | **Notice required**: |

**Previous employment**

Please give a summary of all employment, including any periods of unemployment since leaving secondary education. **Please explain any breaks in employment dates**.

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| --- | --- | --- | --- | --- | --- | --- |
| **Employer** | **Post held** | **Any additional responsibilities** | **Salary on leaving** | **From** | **To** | **Reason for leaving** |
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Please give a summary of any relevant unpaid/volunteering work since leaving secondary education.

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| --- | --- | --- | --- | --- |
| **Employer** | **Post held** | **From** | **To** | **Reason for leaving** |
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**Relevant Professional Bodies**

Please list any institutions or societies of which you are currently a member

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**Supporting statement**

Please use this section to type in your supporting statement telling us why you are applying for this post and how your experience, skills, training and/or qualifications equip you for it: i.e. how you meet the requirements of the **person specification** and **job description**.

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**Referees**

Please provide details of **two people** who know you in a professional capacity from whom confidential references can be obtained, one of whom must be your current employer. It is our usual policy to take up references **BEFORE** interviews where possible. Employment is conditional on these references being deemed satisfactory.

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| **Name**: | **Name**: |
| **Address**: | **Address**: |
| **Tel No**:  **Email**: | **Tel No**:  **Email**: |
| **Position**: | **Position**: |
| **Relationship**: | **Relationship**: |
| I **give/do not give** (delete clearly as appropriate) permission to take up my references prior to an offer of employment being made. | I **give/do not give** (delete clearly as appropriate) permission to take up my references prior to an offer of employment being made. |

**Additional Information**

|  |  |
| --- | --- |
| **Do you require a work permit to work in the UK?**  Yes No | |
| **If yes, when does your permit expire?** | Date: |
| **Threshold passed:** | Yes No Date: |
| **QTS Status:** | Yes No |
| **DfE/Teacher Number (if applicable):** |  |
| Ermysted’s Grammar School actively promotes disability equality. If you are selected for interview will you require any assistance?  Yes No | |
| If yes, please give details: | |

**Where did you hear about this vacancy?**

School website Teaching Vacancies (gov.uk) NYCC TES Social media

Other (please specify):

**Safeguarding of Young People**

Because this post involves contact with children for whom the School is responsible, extra checks are made on the background of the staff concerned. Therefore, **if shortlisted for interview** you will be required to declare all convictions, cautions and reprimands which you may have, even if they would otherwise be regarded as “spent” under the Rehabilitation of Offenders Act 1974. If you are offered employment, you will be subject to a criminal record check from the Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau) before the appointment is confirmed. Failure to disclose this information may result in disciplinary action or dismissal and may lead to criminal proceedings.

**Data Protection**

Under the terms of the General Data Protection Regulation (2016), the information you provide on this form will only be used by Ermysted’s Grammar School for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud. See [*Privacy Notice (GDPR) – Recruitment*](https://www.ermysteds.co.uk/wp-content/uploads/2018/11/Privacy-Notice-GDPR-Recruitment.pdf) for further details.

**Pension Scheme**

Do you contribute to a Teachers’ Pension Scheme? Yes No

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| Or other Superannuation (give name): |  |

**Applicant’s Declaration**

I declare that the information I have provided is true and accurate and that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with Ermysted’s Grammar School is offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to Ermysted’s Grammar School, may render me liable to dismissal. I give explicit consent that the information which I give on this form may be processed in accordance with the Ermysted’s Grammar School registration under the General Data Protection Regulation (2016).

I have read the above statement about the School’s policy on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Exceptions Order 1975, and, consequently, no criminal conviction may be regarded as “spent”.

I am in possession of the certificates which I claim to hold and understand that wilful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be conditional on the necessary pre-employment checks being completed successfully (details of the checks required are available on request).

I have made myself familiar with the content of the School’s [Child Protection Policy](https://www.ermysteds.co.uk/about/school-policies/).

Do you have any family or close connection with any existing employees of Ermysted’s Grammar School including governors? Yes No

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| **Signed:** | **Date:** |

**Equal Opportunities Monitoring Form**

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| **Post Number:** |  |

Ermysted’s Grammar School is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees.

To assist with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated. The information will not form part of your application but will be separated from your application form upon receipt.

The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Please refer to the Guidance Notes for Applicants for further information about this form.

Please use capital letters or place a cross in boxes where applicable.

Please use printed forms only, not photocopies.

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| --- | --- | --- |
| Gender: | Male Female Prefer not to disclose | |
| **Please note: the categories below are taken from the 2001 Census.** | | |
| What is your ethnic group? | White British | Asian or Asian British: Pakistani |
| White Irish | Asian or Asian British: Bangladeshi |
| White Other | Asian or Asian British: Other Asian |
| Mixed: White and Black | Black or Black British: Caribbean |
| Mixed: White and Black African | Black or Black British: African |
| Mixed: White and Asian | Black or Black British: Other Black |
| Asian or Asian British | Chinese or Other Ethnic Group |
| Asian or Asian British: Indian | Prefer not to disclose |
|  | Other | Please specify: |

Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process. Ermysted’s Grammar School will not retain application forms after six months from the date of appointment to the post. These will be destroyed confidentially.