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|  | **CONFIDENTIAL****APPLICATION FOR EMPLOYMENT FORM** |

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|  | As an equal opportunities organisation,  applications for employment are welcomed from all sections of the community |  |

## Your application form should be typed or written in a black ink

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| Application for the post of:  JOB TITLE: **Key Stage 1 Class Teacher – Maternity Cover**  DIRECTORATE / SERVICE AREA / NAME OF SCHOOL:  **Halton Lodge Primary School**  JOB REFERENCE NUMBER: **KS1MAT** | Thank you for your application.  *Please return all parts of this and any supplementary forms to:*  Halton Lodge Primary School  (FAO: The Headteacher)  Grangeway  Runcorn  Cheshire, WA7 5LU  *or email to:* head@haltonlodgeps.org.uk |

PERSONAL DETAILS

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| --- | --- | --- | --- | --- |
| Family Name (*BLOCK CAPITALS*) | | | | Any Former Family Name(s) or Any Other Names you have been known by or are “known as” (*BLOCK CAPITALS*) |
| First Name(s) (*as shown on birth certificate*) | | | | Known as |
| Preferred Title  Mr /Mrs /Miss /Ms /Other (*delete as appropriate*) | | | | Date of Birth |
| Current Address  Postcode | | | | Home Telephone No  Mobile Telephone No  Work Telephone No  May we telephone you at work? YES / NO |
| E-Mail Address | | | | National Insurance Number |
| How do you prefer to be contacted?  Letter / Email (*delete as appropriate)* | | | |  |
| Are you an internal applicant? YES / NO | | | | If YES, please give HR number |
| If it is a requirement of the job for which you are applying that you are registered with a professional body, please confirm that you are currently registered? YES / NO | | | | |
| Name of Professional Body (*if applicable*) | | | | Professional Body Registration No (*if applicable*) |
| DRIVING OR CAR OWNERSHIP STATUS (*To be completed if a requirement on person specification*) | | | | |
| Do you hold a current, full, valid UK driving licence? YES / NO | | | | Do you have a car available for work? YES / NO |
| Please state type of licence held (*delete as appropriate*) | | | | If your licence has any endorsements or penalty points, please give details |
| Full | LGV | PSV | HGV |

DETAILS OF EDUCATION AND QUALIFICATIONS (including current courses of study)

***Please list, in chronological order, starting with the most recent, only those qualifications that are relevant to your application by referring to the person specification. You will be required to provide documentary proof of all qualifications and grades you list on your application form.***

*Any offer of employment may be rescinded if you cannot provide such proof and you may be dismissed if having been appointed it later comes to the Council's attention that evidence of qualification has been falsified or a false claim to having a particular qualification has been made.*

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| --- | --- | --- | --- | --- | --- |
| Full name and address of Schools, Colleges or Universities attended | Dates Attended | | Qualifications gained and name of awarding body | Grade  Awarded | Date of Award  MM/YYYY |
| From  MM/YYYY | To  MM/YYYY |
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RELEVANT TRAINING

Please list any recent course(s) or professional development you have undertaken which you consider to be relevant to the job and/or specified in the person specification.

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| --- | --- | --- | --- |
| MM/YYYY | Organising Body | Course Title | Duration |
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CURRENT OR MOST RECENT EMPLOYMENT

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| Full name and address of current or most recent employer, including postcode | Job Title |
| Present Basic Gross Salary £ |
| Present Salary Grade (*if applicable*) |
| Additional Allowances or Payments £  Reason for Additional Allowances or Payments |
| Telephone no of current or most recent employer | Date Appointed (DD/MM/YYYY) |
| Period of Notice required by current employer or date left previous employment (DD/MM/YYYY) | Reasons for Leaving |

PREVIOUS EMPLOYMENT AND EDUCATION HISTORY (in date order, starting with most recent)

Please state, in chronological order, starting with the most recent, your full employment and education history, including voluntary work, since leaving secondary education. If there are any periods of time that have not been accounted for, please comment upon them in this section. Any unexplained gaps in the chronological history may result in your application for employment not being considered.

(Use additional sheets if necessary and include your name, directorate/service area/school and job reference number on each sheet).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and full address of employer | From  DD/MM/YYYY | To  DD/MM/YYYY | Post Held | Reason for Leaving/ Change/Gap |
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| Have you ever accepted Voluntary Severance or Voluntary Early Retirement from Halton Borough Council? YES / NO |

OUTSIDE INTERESTS RELEVANT TO THE JOB

Please state here any outside interests you have which are relevant to the job you have applied for, giving details of any organisations and dates.

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STATEMENT IN SUPPORT OF YOUR APPLICATION

Please support your application by relating what experience, skills, knowledge and personal qualities, including, where applicable, commitment to safeguarding and promoting the welfare of children, young people or vulnerable adults, you can bring to this job. Please ensure that you relate your statement directly to the requirements outlined in the person specification

(Use additional sheets if necessary and include your name and job reference number on each sheet).

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**REFERENCES**

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| Please give the names and contact details of two referees, **one of which** must be your current or most recent employer or, for students, your personal tutor or head teacher**. The second referee** should preferably be a previous employer or someone who can comment on your suitability for the job.References will **not** be accepted from relatives, in-laws, step-relations, friends or immediate work colleagues.  Please inform your referees that s/he may be contacted to provide a reference for you in respect of this specific application. References will only be requested if you are shortlisted for this post.  The Council reserves the right to take up references with any previous employer.  For posts involving working with children, young people or vulnerable adults:  If you are not currently working with children, young people or vulnerable adults, but have done so in the past, the second referee should be the employer who most recently employed you in a role working with children, young people or vulnerable adults.  If you currently work with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, your previous employer will be asked about these issues. | |
| Current or most recent employer | Previous employer/other |
| Name | Name |
| Occupation | Occupation |
| Organisation | Organisation |
| Full address, including postcode  Email Address | Full address, including postcode  Email Address |
| Tel No | Tel No |
| Referee’s preferred method of communication  Letter / Email | Referee’s preferred method of communication  Letter / Email |
| In what capacity does the referee know you? | In what capacity does the referee know you? |
| If this referee knew you by another name, please write name(s) below | If this referee knew you by another name, please write name(s) below |
| A reference will be taken up from your present/most recent employer. Please mark the box with a cross if you do not want us to contact your referees without your prior agreement. **Please note** however, if this job involves working within children or vulnerable adults **all** references will be taken up prior to interview.  Please do not contact my present / most recent employer | |

##### ARRANGEMENTS FOR INTERVIEW

Please tell us when you are not available for interview in the six weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been stated.

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| If you have any personal relationship to any Halton Borough Council Elected Member, member of a committee, panel or other group of the Council or employee of the Council or Governor of a school, please give their name and state relationship. Any approach to Elected Members, Governors or employees to influence a selection decision will disqualify you. This does not stop an Elected Member, Governor or employee providing a written reference for you. | |
| Name | Relationship |
| Name | Relationship |

**CRIMINAL RECORDS AND BARRED LIST(S) CHECKS**

Successful applicants may be required to obtain a satisfactory Disclosure and Barring Service (DBS) Enhanced Criminal Records and/or Barred List(s) Check. A copy of the DBS Code of Practice is available on request. Further information about the criminal records and barred lists checking process can be found at [www.gov.uk](http://www.gov.uk)

CONVICTIONS DISCLOSED WILL NOT NECESSARILY BE A BAR TO APPOINTMENT

I certify that the information detailed on this application form and any supplementary sheets is correct and that all the questions have been accurately and fully answered. I understand that providing false information is an offence and if I am appointed to the post applied for, any proven intentional falsification may be the subject of disciplinary action, which may result in my dismissal from the Council and that the Council may also refer me to my professional registration body, the DBS or the Police, if appropriate.

I acknowledge that it is my responsibility, if invited for interview, to disclose any information to the Interview Panel, which may affect the decision to allow me to work with vulnerable groups.

I agree that any information given on this application form can be processed for data protection purposes. If I am appointed to the post applied for, I agree to further personal information, including sensitive personal data (e.g., information about health, racial/ethnic origin, sexuality, bank account details, etc.) being held and processed by the Council in accordance with data protection legislation.

I agree to the Council making such other enquiries as it judges necessary to come to a view as to my suitability for appointment to the post for which I have applied. I agree to disclosures of personal data to the Council by any person whose name I have given as a referee in relation to this application.

I understand the Council may search its records, whether computerised or not, in order to ascertain whether there is any information held in those records which is relevant to my application for employment. I understand that the Council will take any relevant information into account in deciding whether or not to appoint me to the post for which I applied.

I understand that the Council has certain duties as a public body so may use the information provided on this application for employment form for the prevention or detection of crime, the apprehension or prosecution of offenders, or the assessment or collection of any tax or duty or of any imposition of a similar nature. This information may be shared, for the same purposes, with other public authorities.

Signature: …………………………………………… Date: ……………………………………………….

*Please note that if you are submitting this form electronically and are called for interview, you will be required to sign this declaration at that time.*