**Please save this form along with your personal statement as a *single PDF* and e-mail to** [**recruitment@almaprimary.org**](mailto:recruitment@almaprimary.org)

**Please do not delete or move any sections of this form, even if they are not relevant.**

***You may delete blank cells in tables or re-size boxes to make them fit more neatly onto the pages.***

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | | |
| **Role/s applied for** |  | |
| **Title** | Dr / Mr / Mrs / Miss / Ms / | |
| **Surname** |  | |
| **Forename(s)** |  | |
| **Home Address** |  | |
| **Email address** |  | |
| **Home telephone** |  | |
| **Mobile telephone** |  | |
| **Date of Birth DD/MM/YYYY** |  | |
| **National Insurance Number** |  | |
| **Are you eligible to work in the UK?**  Yes\*  If you are invited to interview then you will be required to bring appropriate proof with you, for example passport, visa etc.  No  If ‘no’, please provide details: | | |
| **Number of sick days in the last 2 years and relevant information** | |  |
| **Where did you hear about this job?** | |  |
| **If you have a personal or family relationship to any member of staff, Governing Body or school committee member, please provide details** | |  |

|  |  |
| --- | --- |
| **CURRENT / MOST RECENT EMPLOYMENT** | |
| **Employer**  **(and authority if an LEA school)** |  |
| **Employer’s address** |  |
| **Job title** |  |
| **Date started employment** |  |
| **Date ended employment (if applicable)** |  |
| **Main duties/responsibilities** |  |
| **Current salary and scale point**  **(if applicable)** |  |
| **Additional benefits** |  |
| **Reason for leaving** |  |
| **Notice period** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  Explain any breaks in employment since leaving school, for example raising family, voluntary work, unemployment. Every period of time must be accounted for.  Please add rows or use a separate sheet if necessary. | | | | | |
| **School /employer’s name and address** | **Nature of school (e.g. phases)/ business** | **Date from** | **Date to** | **Role and responsibilities** | **Reason for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDUCATION**  (for a teaching position A-Level onwards, for any other role GCSE or equivalent onwards,  starting with most recent) | | | | | |
| **Name of school/college/university** | **Dates from/to** | **Examinations** | | | |
| **Subject** | **Date** | **Awarding Body** | **Grade** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROFESSIONAL DEVELOPMENT / TRAINING**  **RELEVANT TO THIS POSITION** | | | | |
| **Date** | **Title** | **Organising Body** | **Duration** | **Any Award** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Details of any specialism**  (e.g. in music, art, science or computing relevant to this role) |
|  |

|  |
| --- |
| **OTHER VOCATIONAL QUALIFICATIONS,**  **SKILLS OR TRAINING**  (based on relevance for this role) |
|  |

|  |
| --- |
| **HOBBIES AND INTERESTS** |
|  |

|  |
| --- |
| **SENSITIVE INFORMATION**  The School is an equal opportunities employer and welcomes applications regardless of race, colour, nationality, ethnic or national origins, sex, age, marital or civil partnership status, disability, sexual orientation, religious beliefs or practices.  The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (as amended) ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.  Are there any special arrangements you may require to attend an interview? Yes  If yes, please give details  In accordance with the guidance published by the DfE, any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire, the responses to which will be assessed by a medical officer appointed by the School before any offer of employment is confirmed. There may be circumstances in which it will be necessary for this medical officer to seek access to your medical records and/or for you to be referred for an examination by a medical specialist. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ETHNICITY**  The School has adopted the practice of ethnic monitoring of all applicants for any post within the School, under the [Race Relations (Amendment) Act 2000](http://www.standards.dfes.gov.uk/ethnicminorities/raising_achievement/763611/). You are invited to tick the box which most appropriately describes your ethnic origin. This information is requested to enable us to check that we are complying with our equal opportunities policy and does not form part of the selection procedure. Completing this form is voluntary.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | I do not wish to disclose |  |  | White: British |  | | African |  |  | White: Irish |  | | Caribbean |  |  | Any other White background |  | | Any other Black background |  |  | Mixed White and Caribbean |  | | Asian: Bangladeshi |  |  | Mixed White and Black African |  | | Asian: Indian |  |  | Mixed White and Asian |  | | Asian: Pakistani |  |  | Any other Mixed background |  | | Any other Asian background |  |  | Any other Ethnic Group |  | | Chinese |  |  |  |  | |

|  |
| --- |
| **CRIMINAL RECORDS**  An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure Barring Service (DBS) which the School considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure Barring Service (a copy of which is available from the School on request).  The School is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request). Failure to declare a conviction, caution or bind-over may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.  Have you been convicted by the courts of any criminal offence? Yes  Is there any relevant court action pending against you? Yes  Have you ever received a caution, reprimand or final warning from the police? Yes  If you have ticked “Yes” to any of the above, please provide details on a separate sheetand send this in a sealed envelope marked “Confidential” with your application form. |

|  |  |
| --- | --- |
| **REFERENCES**  (Please supply the names and contact details of two people who are willing to provide references for you. One should be your current or most recent employer. Please note if your last post did not include working with children we will seek a reference from your most recent employment with children, where possible.  Neither referee should be a relative or someone known to you solely as a friend. Where possible, we intend to take up references for shortlisted candidates before interview. | |
| **REFEREE ONE** | |
| **Name** |  |
| **Organisation** |  |
| **Job title** |  |
| **Relationship to you** |  |
| **Address** |  |
| **Occupation** |  |
| **Telephone number** |  |
| **Email** |  |
| **May we approach prior to interview** | Yes  No |
| **REFEREE TWO** | |
| **Name** |  |
| **Organisation** |  |
| **Job title** |  |
| **Relationship to you** |  |
| **Address** |  |
| **Occupation** |  |
| **Telephone number** |  |
| **Email** |  |
| **May we approach prior to interview** | Yes  No |
| **DECLARATION**   * I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge. * I confirm that I am not on either the ISA Children's barred list or the ISA Vulnerable Adults barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the School completing an online check of my ISA registration. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to the School making direct contact with all previous employers with whom I have worked with children or vulnerable adults in order to verify my reason for leaving that position. * I consent to the School making direct contact with the people specified as my referees to verify the reference.   Signature ………………………………………. Date ………………………..  In the event that you are made an offer of employment, a signed hard copy of this form will be required, along with the original versions of your identification and proof of address documents and original certificates for all stated qualifications. | |

|  |
| --- |
| **PERSONAL STATEMENT**  In order to help us understand your suitability for this role, we ask you to supply a personal statement:   * Please give your reasons for applying for this post and say why you believe you meet the essential and desirable criteria in the person specification. * Please include your relevant professional achievements within or beyond school and explain the impact of your actions. * You should state what you hope to achieve in this job, how you would achieve those aims and how you would wish your success to be measured. * Your statement should be printed on plain paper attached to the end of this form. * It should be a maximum of one A4 sheet printed in 11 pt Arial or similar. |

**Please do not delete or move any sections of this form, even if they are not relevant. You may delete blank cells in tables and re-size boxes to make them fit more neatly onto the pages.**

**Please save this form along with the personal statement as a *single PDF* and e-mail to** [**recruitment@almaprimary.org**](mailto:recruitment@almaprimary.org)

If you are unable to submit an electronic copy of this form, please email [**recruitment@almaprimary.org**](mailto:recruitment@almaprimary.org).

Please see the job advert for the deadline for submitting this form.