**Private and confidential**

E&D ID no:

*(for office use only)*

**JOB APPLICATION FORM**

**School Staff**

**Vacancy Details**

|  |  |
| --- | --- |
| Job Title |  |
| Closing Date |  |
| Job Ref |  |
| Date Received |  |

|  |
| --- |
| Email or post completed form to:  Berridge Bobbers Mill Site (3-7)  Bobbers Mill Road, Hyson Green, Nottingham, Nottinghamshire,  NG7 5GY, [admin@berridge.nottingham.sch.uk](mailto:admin@berridge.nottingham.sch.uk)  0115 9155851 |

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name |  | First Name(s) | |  | |
| Address |  | Telephone (home) | |  | |
| Telephone (work) | |  | |
| Postcode |  | Mobile | |  | |
| Email |  | | | | |
| Have you previously been employed by Nottingham City Council, a Nottingham school or a neighbouring authority? If yes, please specify | | |  | | No |
| Are you eligible to work in the UK? | | | Yes | | No |
| National Insurance Number | | | | | |
| Teacher Registration Number (teachers only) | | | | | |
| Referee Details **THIS SHOULD NOT BE A FAMILY MEMBER** | | | | | |
| First Referee (current or last employer) | | Second Referee | | | |
| Name and address | | Name and address | | | |
| Position | | Position | | | |
| Telephone Number | | Telephone Number | | | |
| E-mail address | | E-mail address | | | |
| In what capacity do you know this person | | In what capacity do you know this person | | | |

**Current/Last Occupation**

|  |  |  |
| --- | --- | --- |
| Name and address of current/last employer | Job Title |  |
|  | Start Date |  |
| Notice Required |  |
| Salary (noting any additional payments) |  |
| Reason for leaving (if applicable) |  |
| Brief description of duties: | | |

**Previous employment** (most recent first and including any temporary, unpaid or voluntary

work experience). The reason for leaving must be stated in every case.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date from Month/Year | Date to Month/Year | Employer | Job title | Salary | Reason for leaving |
|  |  |  |  |  |  |

**Education/Training relevant to this job** (please note you may be required to produce original documents/proof of qualifications)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date From | To | Secondary Schools, Colleges, Universities attended – including part time | Subjects and qualifications (gained or pending) | Result |
|  |  |  |  |  |

**Other qualifications and attendance at training courses relevant to this job**

|  |  |  |  |
| --- | --- | --- | --- |
| Organising body | Course title | Duration | Date |
|  |  |  |  |

**Protection of Children: Disclosure of a Criminal Background**

|  |  |  |
| --- | --- | --- |
| **Nottingham City Council is committed to the protection of all those who use its services and of it’s**  **employees.**  **If you are appointed, in order to protect children and vulnerable adults, the authority will require you to comply with the employment checks relevant to your post (see job details for further information).**  **All employees in schools are required to pass an enhanced Disclosure and Barring Service (DBS) check, which will identify whether you have any criminal convictions, including cautions and reprimands.**  **All posts in schools are exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013); this means that you must declare all convictions, cautions and reprimands, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed, but it may do so.** | | |
| Do you have any convictions, cautions or reprimands to declare? | Yes | No |
| If yes, please give details of these, including dates and sentences | | |

**Confidentiality, Disclosure and Accuracy**

|  |
| --- |
| You are advised that information given on this form may be checked for accuracy. Information regarding equality and diversity will be used for research and statistical purposes and it may also be used to meet our statutory obligations. Unsuccessful candidate applications will be destroyed after 6 months. Information will be treated confidentially and held in accordance with the Data Protection Act 1988. |

**Certification and Signature**

|  |  |
| --- | --- |
| **I certify to the best of my knowledge the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed anyone directly or indirectly associated with this role in connection with this application and I will not do so.** | |
| **Signed:** | **Dated:** |

**General details**

|  |  |
| --- | --- |
| Where did you find out about this vacancy? |  |
| Are you related to or partner of any employee or governor of the School? If yes, please give details. |  |
| Please give details of any dates during the next four weeks when you would not be available for interview. |  |
| Do you have any requirements that you would like us to consider to enable you to fully participate in the selection process? (e.g. wheelchair access, sign language interpreter, additional reading time etc.) If yes, please give details. |  |

Thank you for applying for this job. If we have not contacted you within 10 working days of the closing date, please assume your application was unsuccessful on this occasion

**EQUALITY AND DIVERSITY MONITORING FORM**

**My racial/ethnic origin is:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. White | B. Mixed | C. Asian or Asian British | D. Black or Black British | E. Chinese or Other Racial Group |
| British | White & Black Caribbean | Indian | Black Caribbean | Chinese |
| Irish | White & Black  African | Pakistani | Black African | Other Racial Group |
| Other White | White and Asian | Bangladeshi | Other Black |  |
|  | Other Mixed | Other Asian |  |  |
| If other, please state | If other, please state | If other, please state | If other, please state | If other, please state |

**My religion is:**

|  |  |  |  |
| --- | --- | --- | --- |
| None | Buddhist | Hindu | Jewish |
| Muslim | Sikh | Other |  |
| Christian  (including Church of England, Catholic, Protestant and all other Christian Denominations) | | | |

**My sexual orientation is:**

|  |  |  |
| --- | --- | --- |
| Bisexual | Gay man | Gay woman/lesbian |
| Heterosexual/straight | Other | Prefer not to say |