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|  | **Employment Application Form** | | | | | | Applicant Ref: |
| **VACANCY INFORMATION** | | | | | | | |
| **Application for the Post of** |  | | **What Date are you available to begin a new post** | | | **Click or tap to enter a date.** | |
| **NQT Please select** |  | | **Where did you first hear about this job** | | |  | |
| **Information for Shortlisting and Interviewing** | | | | | | | |
| **Initials** |  | | **Surname or Family name** | | |  | |
| **INSTRUCTIONS** | | | | | | | |
| Please complete all sections of this form using black ink or type.  The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.  Applications will only be accepted if they are completed in full.  Please enclose a letter of application, of no more than 600 words, addressed to the Headteacher, explaining your reasons for applying and any relevant experiences that support your application. | | | | | | | |
| **DATA PROTECTION NOTICE** | | | | | | | |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You’ll find more information on how we use your personal data in our privacy notice for job applicants which can be accessed by contacting the school. | | | | | | | |
| **Disclosure and barring and recruitment checks** | | | | | | | |
| The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice. | | | | | | | |
| **Do you have a DBS certificate?** | |  | Date of check: | | Click or tap to enter a date. | | |
| If you’ve lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course. | | | | | | | |
| **Have you lived or worked outside of the UK in the last 5 years?** | | | |  | | | |
| Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we’ve received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis. | | | | | | | |
| **RIGHT TO WORK IN THE UK** | | | | | | | |
| The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. | | | | | | | |

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|  | | | | Applicant Ref: | |
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| **EMPLOYMENT HISTORY** | | | | | |
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| Please provide a full employment history in date order, most recent first, since leaving education. Please provide explanations for periods not in employment or training and reasons for leaving. Teaching staff please complete all information, support staff please complete relevant information. | | | | | |
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| **Employer details (name, address, email and/or telephone)** | **Job title** | **Dates employed** | **Age range taught** | **No on Roll** | **Permanent**  **Temporary** |
|  |  |  |  |  |  |
| **Permanent**  **Temporary** | **Part time**  **Full time** | **Salary (inc allowances)** | **Current**  **Grade** | **Date progressed to current grade** | **Date available to start** |
|  |  | £ |  | Click or tap to enter a date. | Click or tap to enter a date. |
| **Description of responsibilities** |  | | | | |
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| **PREVIOUS EMPLOYMENT** | | | | | |
|  | | | | | |
| **Name and address of employer** | **Job title** | **Dates employed** | **Part time**  **Full time** | **Reason for leaving** | |
|  |  |  |  |  | |
| **Description of responsibilities** |  | | | | |
|  | | | | | |
|  | | | | | |
| **Name and address of employer** | **Job title** | **Dates employed** | **Part time**  **Full time** | **Reason for leaving** | |
|  |  |  |  |  | |
| **Description of responsibilities** |  | | | | |
|  | | | | | |
| **Name and address of employer** | **Job title** | **Dates employed** | **Part time**  **Full time** | **Reason for leaving** | |
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| **Description of responsibilities** |  | | | | |
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|  | | | | | |
| **Name and address of employer** | **Job title** | **Dates employed** | **Part time**  **Full time** | **Reason for leaving** | |
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| **Description of responsibilities** |  | | | | |
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|  | | | | | |
| **Name and address of employer** | **Job title** | **Dates employed** | **Part time**  **Full time** | **Reason for leaving** | |
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| **Description of responsibilities** |  | | | | |
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|  | | | | | |
| **Name and address of employer** | **Job title** | **Dates employed** | **Part time**  **Full time** | **Reason for leaving** | |
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| **Description of responsibilities** |  | | | | |
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| **GAPS IN EMPLOYMENT** | | | | | |
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| Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education. | | | | | |
| Date from | Date to | | Reason | | |
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| **EDUCATION AND QUALIFICATIONS** | | | | | | | | |
| Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications. | | | | | | | | |
| **Name and location of school/college/university** | | | **Dates**  **Attended (month and year** | | | **Qualifications gained**  **(including grades)** | | |
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| **tRAINING AND PROFESSIONAL DEVELOPMENT** | | | | | | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application. | | | | | | | | |
| **Course**  **dates** | **Length of course** | **Course**  **title** | | | **Qualification**  **obtained** | | | **Course**  **provider** |
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| **additional information** | | | | | | | | |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests | | | | | | | | |
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| **RELATIONSHIP TO THE SCHOOL** | | | | | | | | |
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| Please list any personal relationships that exist between you and any of the following members of the school community:   * Governors * Staff * Pupils   If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you. | | | | | | | | |
| **Name** | | | | **Relationship** | | | **Role at school** | |
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|  | | | Applicant Ref: | | |
| **PERSONAL INFORMATION** | | | | | |
|  | | | | | |
| 1. Surname | | | |  | |
| 1. All previous surnames | | | |  | |
| 1. All forenames | | | |  | |
| 1. Title | | | |  | |
| 1. Current Address | | | |  | |
| 1. Postcode | | | |  | |
| 1. Resident at this address since | | | |  | |
| 1. Home telephone number | | | |  | |
| 1. Mobile telephone number | | | |  | |
| 1. Date of birth | | | |  | |
| 1. Email address | | | |  | |
| 1. National Insurance number | | | |  | |
| 1. Teacher reference number | | | |  | |
| 1. Do you have QTS | | | |  | |
| 1. QTS certificate number (where applicable) | | | |  | |
| 1. Date of qualification (where applicable) | | | |  | |
| 1. Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state as a result of misconduct? | | | |  | |
| 1. Are you subject to a general teaching Council sanction or restriction? | | | |  | |
| 1. Have you ever been subject to a child protection investigation by your employer any other organisation? | | | |  | |
| 1. Do you require sponsorship (previously a work permit)? | | | |  | |
| 1. Do you have a current full driving licence | | | |  | |
| 1. Are there any special arrangements which we can make for you if you are called for an interview? (if yes please give details below) | | | |  | |
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| **REFERENCES** | | | | | |
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| Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.  The school reserves the right to seek any additional references we deem appropriate.  Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted. | | | | | |
|  | | | | | |
| **Referee 1** | | **Referee 2** | | | |
| **Name** |  | **Name** | | |  |
| **Address** |  | **Address** | | |  |
| **Telephone Number** |  | **Telephone Number** | | |  |
| **Email** |  | **Email** | | |  |
| **Job Title** |  | **Job Title** | | |  |
| **Relationship to you** |  | **Relationship to you** | | |  |
| **Is this your current employer?** | | **Is this your current employer?** | | | |
| It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. Please indicate below whether you give your consent for references to be requested before interview. | | | | | |
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| **Reference 1:** |  | | **Reference 2:** | |  |

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| **Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs**  If you are shortlisted, you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.  **Prohibition from Teaching**  In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.  **Data Protection Act 1998**  The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process, then this application form will be retained as part of your personnel record.  **Notes**   1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”. 2. Canvassing, directly or indirectly, an employee or governor will disqualify the application. 3. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination. 4. This organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.   **DECLARATION**  I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the terms laid out previously, and in particular that checks may be carried out to verify the contents of my application form. | | | |
| **Signature of Applicant** |  | | |
| **Print Name** |  | **Date** |  |

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|  | | | | | | | | Applicant Ref: | | |
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| **EQUALITY AND DIVERSITY MONITORING** | | | | | | | | | |
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| This section will be separated from previous parts of the application form Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act. | | | | | | | | | | |
|  | | | | | | | | | | |
| White | | WBRI | | British | | | | |  | |
| WIRI | | Irish | | | | |  | |
| OOTH | | Irish Traveller | | | | |  | |
| OOTH | | Gypsy | | | | |  | |
| WOTH | | Other White background | | | | |  | |
| Mixed | | MWBC | | White and Black Caribbean | | | | |  | |
| MWBA | | White and Black African | | | | |  | |
| MWAS | | White and Asian | | | | |  | |
| MOTH | | Other Mixed background | | | | |  | |
| Asian  or Asian British | | AIND | | Indian | | | | |  | |
| APKN | | Pakistani | | | | |  | |
| ABAN | | Bangladeshi | | | | |  | |
| CHNE | | Chinese | | | | |  | |
| AOTH | | Other Asian background | | | | |  | |
| Black  or Black British | | BCRB | | Caribbean | | | | |  | |
| BAFR | | African | | | | |  | |
| BOTH | | Other Black background | | | | |  | |
| Other ethnic group | | OOTH | | Arab | | | | |  | |
| Write in: | |  | | | | |  | |
| Prefer not to say | | REFU | |  | | | | |  | |
| **Religion** | | | | | | | | | | |
| No religion | | | | |  | | | | | |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | | | | |  | | | | | |
| Buddhist | | | | |  | | | | | |
| Hindu | | | | |  | | | | | |
| Jewish | | | | |  | | | | | |
| Muslim | | | | |  | | | | | |
| Sikh | | | | |  | | | | | |
| Any other religion  *write in* | | | | |  | | | | | |
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| **Disability** Do you consider that you have a disability? | | | | | | | | | | |
| Yes *Please complete the grid below* | | | | |  | | | | | |
| No | | | | |  | | | | | |
| Prefer not to say | | | | |  | | | | | |
| My disability is: *Please tick* | | | | |  | | | | | |
| Physical Impairment | | | | |  | | | | | |
| Sensory Impairment | | | | |  | | | | | |
| Mental Health Condition | | | | |  | | | | | |
| Learning Disability/ Difficulty | | | | |  | | | | | |
| Long standing illness | | | | |  | | | | | |
| Other | | | | |  | | | | | |
| Prefer not to say | | | | |  | | | | | |
| **Sexual Orientation** | | | **Gender** | | | | **Personal relationship** | | | |
| Bi-sexual | |  | Female | | |  | Single | | |  |
| Gay | |  | Male | | |  | Living together | | |  |
| Lesbian | |  | Transgender | | |  | Married | | |  |
| Heterosexual | |  | Prefer not to say | | |  | Civil Partnership | | |  |
| Other | |  |  | | | | Prefer not to say | | |  |
| Prefer not to say | |  |  | | | |  | | | |