**Application form and guidance notes**(Non-Teaching)

Position applied for:

**Personal information**

Title: [ ] Miss [ ] Mr [ ] Mrs [ ] MS [ ] Other:

First name:

Last name:

Former Names:

National Insurance number:

House name / number:       Street name:

City:       County:       Postcode:

**Contact details**

Please give details of how you would like us to contact you.

Home telephone:       Work telephone:       Mobile telephone:

Email address:

Please indicate if you are happy to receive correspondence via your email address, e.g. invite to interview letter? [ ]  Yes [ ]  No

**Disability**

Do you consider yourself to have a disability within the terms of the Disability Discrimination Act 1995? [ ]  Yes [ ]  No

**Close personal relationships**

Do you have a close family or personal relationship with an employee of St paul’s Cof E Primary School contractor, person in a partner organisation, or other person that may present a potential conflict of interest? [ ]  Yes [ ]  No

Please provide us with details:

Name:

Position:

Relationship:

This is to ensure that, as appropriate, the individuals involved are protected from allegations such as propriety, bias, or conflict of interest whether during the selection process, or on any subsequent appointment.

**Job share**

Are you applying for this job on the basis of job share? [ ]  Yes [ ]  No

**Employment history**

Employment status: [ ]  Unemployed [ ]  Employed [ ]  Never Worked

 [ ]  Yes [ ] No

**Current or last employer**

Provide details here of your employment history starting with your most recent employer. You can include any voluntary or unpaid work that you may have done.

Name of employer:

Your job title:

Line manager (will be contacted as a reference):

Building name / number:       Street name:

City:       County:       Postcode:

Telephone number:

Salary and benefits:

Date from:

Reason for leaving:

Details of responsibilities and duties:

**Past employment**

Please provide us with details of past employment.

**Employment**

Employer:

Job held:       Salary:

Date employed from:       Date employed to:

Reason for leaving

**Employer:**

Job held:       Salary:

Date employed from:       Date employed to:

Reason for leaving

**Employer:**

Job held:       Salary:

Date employed from:       Date employed to:

Reason for leaving

**Please provide details if there are any gaps in your employment history:**

**References**

References will be sought from previous employers, please indicate if you wish to be consulted before they are approached: [ ]  Yes [ ]  No

Please give details of your current or last line manager as named in the employment history section.

Title: [ ] Miss [ ] Mr [ ] Mrs [ ] MS [ ] Other:

**Name of reference:**

Job title:

Building name / number:       Street name:

City:       County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

Please give details of your second most recent line manager who can provide a reference.

Title: [ ] Miss [ ] Mr [ ] Mrs [ ] MS [ ] Other:

**Name of reference:**

Job title:

Building name / number:       Street name:

City:       County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

**Education and qualifications**

Please state here any job relevant qualifications. If an overseas qualification, state UK equivalent. Please state individual GCSE or equivalent grades.

**Teacher number ( if applicable):**

**Qualifications**

Qualification:

Grade:

Educational Establishment:

Date achieved:

Qualification:

Grade:

Educational establishment:

Date achieved:

Qualification:

Grade:

Educational Establishment:

Date achieved:

Qualification:

Grade:

Educational Establishment:

Date achieved:

**Professional training courses**

Please state here any job relevant professional qualifications

**Training**

Description:

Organising body:

Date achieved:

Description:

Organising body:

Date achieved:

Description:

Organising body:

Date achieved:

**Professional bodies**

Give details of job relevant personal development, and/or, activities, courses, membership of professional bodies.

Name of body:

Type of membership:

Date of membership:

Name of body:

Type of membership:

Date of membership:

**Relevant skills, knowledge and experience**

Please refer to the person specification, job description and application guidance when completing this section. Make sure to include examples of HOW you have demonstrated skills, knowledge and experience. Please use additional sheets if required.

Relevant skills, knowledge and experience:

**The school reserves the right to conduct online checks.**

**School policies**

Please follow the link for the school safeguarding policy etc.:

https://www.stpaulsprimary.com/policies/

**Regulated Activity**

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children

**Disclosure and Barring Service**

If you have been convicted of any offence, you must disclose it, unless it is ‘spent’ under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with St Paul’s Primary School. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. If the post you are applying for is in a school, or has substantial access to children, the vulnerable, elderly, or is within Social Care working directly with clients then you MUST state any convictions bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and / or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a Disclosure and Barring Service check.

Please give details of:

a) Any convictions (including driving offences)

b) Disqualifications from driving, or performing of professional duties

Please give details:

**Fair obtaining notice**

The Data Protection Act 1998 gives rights to you about how your personal data is obtained and used by St Pauls C of E Primary School (the ‘data controller’) when you fill in this form. The information you provide will be used to process this form only and not kept any longer than is necessary for this purpose.

**Declaration**

I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal.

Signature:       Date:

If you need help to understand this document, or would like it in another format or language, please call: 01432 273784 or send an e-mail to: admin@st-pauls.hereford.sch.uk

Diversity Monitoring form

The following information is needed to help us ensure that our services are accessible to all. Your answers will be treated in the strictest confidence and will not be used to identify you.

The Diversity Monitoring form will not be seen by the selection panel. It will be detached and the information used for monitoring purposes only.

**Data Protection Act 1998**

The data collected in this form will only be used for the purpose of statistical monitoring. This information will only be retained for as long as is considered necessary for monitoring purposes and then it will be destroyed. At all times it will be kept in accordance with the Act.

Your gender: [ ]  Male [ ]  Female [ ]  Other, please specify:

Your date of birth:

Your age category:

[ ]  0-15 years [ ] 16-24 years [ ]  25-44 years [ ]  45-64 years

[ ]  65-74 years [ ]  75+ years

**Disability**

If you are invited for interview, please inform the school of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

Do you consider yourself to have a disability? (Please refer to the Application Guidance)

[ ]  Yes please specify below (tick all that apply): [ ]  No

**Your sexual orientation (please tick one only):**

[ ] Heterosexual [ ]  Gay [ ]  Bisexual [ ]  Lesbian [ ]  Prefer not to say

**Your religion/belief (please tick one box only):**

[ ]  Christian [ ]  Muslim [ ]  Jewish [ ]  Hindu [ ]  Sikh [ ]  Buddhist

[ ]  None [ ]  Other (please specify):

**Your ethnicity** (please tick one box only):

[ ]  WHITE [ ]  British [ ]  Irish Traveller [ ]  Romany/Gypsy

[ ]  Other White background (please specify):

[ ]  BLACK or Black british [ ]  African [ ]  Caribbean

[ ]  Other Black background (please specify):

[ ]  ASIAN or Asian british [ ]  Indian [ ]  Pakistani [ ]  Bangladeshi

[ ]  Other Asian background (please specify):

[ ]  CHINESE or Chinese British [ ]  Chinese

[ ]  Other Chinese background (please specify):

[ ]  MIXED or Mixed british [ ]  White & Black African [ ]  White & Black Caribbean

[ ]  White & Asian [ ]  White & Chinese

[ ]  Other Mixed background (please specify):

[ ]  OTHER [ ]  Any other background (please write in):

**Your national identity (please tick one box only):**

[ ]  English [ ]  Scottish [ ]  British [ ]  Welsh [ ]  Irish

[ ]  Other (please specify):

**Where did you see this role advertised? (Please tick one box only)**

[ ]  Hereford Journal [ ]  Herefordshire Council website

[ ]  Job Centre [ ]  Other please specify:

**New Deal and other opportunities**

Are you applying as a New Deal applicant? (please tick):

[ ]  Yes [ ]  No

If you need help to understand this document, or would like it in another format or language, please call: 01432 273784