Staff

Application Form

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| 1 Personal details |

Surname Forename Middle Name(s)

Gender Date of birth (please use the format Day/Month/Year)

Address

Postcode

Email Home Tel

Mobile Tel: National Insurance Number:

Do you hold a valid driving licence? Do you own a car?

Do you have children that currently attend Perry Wood?

If yes please list children and year groups

Do you have a current DBS/CRB Check? Do you have a current passport?

Do you have a birth certificate?

**If yes please bring all three pieces of documentation to your interview**

**Equal Opportunities Monitoring Form**

Griffin School Trust is committed to the elimination of all forms of unjustifiable discrimination. The Griffin School Trust actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the Griffin School Trust to constantly monitor itself to ensure this commitment is fulfilled, we would ask all applicants to complete the questions detailed below

This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.

Religion Ethnicity Sexual Orientation

Age Disabilities (if yes) Registration Number

Monitoring Form Explanatory Notes

The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census. Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the ‘other ethnic group’ box and give details in the space provided above.

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**Two Ticks**

Under the 'Two Ticks' Scheme the Governing Body undertakes to interview disabled people who meet the minimum essential criteria detailed on the person specification.

For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Do you consider that you would qualify for an interview under the Scheme YES NO

If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify them below:

**Canvassing and relationships**

If you are related to or have a close personal relationship with an elected Member or an employee of the School please state their name and relationship to you.

Canvassing may lead to disqualification for appointment

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| 2 Education, Training and Qualifications |

Please give brief details of all training and other courses you have undertaken which are relevant to this post

High School Date From-To

Course Grade/Qualification

College/University Date From-To

Course Grade/Qualification

Training Date Completed Date Expires

Current membership of professional organisations

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| 4 Additional Information |

Please include any previous experience either paid, unpaid or voluntary starting with the most recent

**Current**

Employers Name

Address

Postcode

Salary Position Held

Email Work Tel

Date from-to Reason for Leaving

Duties

**Previous (sort by date)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name/Company | Position Held | Date from-to | Reason for Leaving |
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| 4 Additional Information |

Please explain how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the person specification.

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| 5 Convictions/Disqualifications |

As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. Perry Wood Primary School will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions.

If this post meets 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as these will be supplied by the DBS. Please see: Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.

Please give details and dates of any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences (or alternatively state "none" if that is the case):

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| 6 References |

**Referee 1**

Surname Forename Relationship to you

Company Work Tel

Email\* Mobile Tel

Do you wish to be contacted before this referee is approached?

**Referee 2**

Surname Forename Relationship to you

Email\* Work Tel

Do you wish to be contacted before this referee is approached?

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| 7 Declaration |

I confirm that I have read the information given to me about this job and that I do not have any physical or medical impairment, which, without reasonable adjustment would prevent me from carrying out the duties of this job. I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated.

I also consent to the Griffin Schools Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon the Trust complying with their obligations under the Data Protection Act 2018.

**Data Protection Act 2018:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date.

Signed Date