**Confidential: Protect**

**Job Application Form**

We are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

* Please read the instructions carefully and ensure you understand all of the questions being asked.
* Ensure you clearly demonstrate how you meet the person specification of the role in the Further information in support of your Application section providing examples to support your application.
* Submit this form prior to the closing date and time along with the Equality Details Form, as any incomplete applications or those submitted after this point will not be considered.
* If using this form electronically, please select the relevant box when asked to do so and a cross will be automatically put in place.
* This form may be provided in other formats on request.

**Vacancy Details**

|  |  |
| --- | --- |
| Position Title |       |
| Ref. Number (where applicable) |       |

**Your Details**

|  |  |
| --- | --- |
| Forename(s) |       |
| Surname(s) |       | Title (e.g. Mr, Mrs) |       |
| Preferred Name (if applicable) |       |
| Previous Surname (if applicable) |       |
| Employee number (if applicable) |       |
| National Insurance Number |       |

**Flexible Working**

|  |
| --- |
| Generally, all jobs can be open to part-time or job share arrangements (where a position may be split into two part-time positions) unless there are compelling and objectively justified reasons to the contrary. |
| Do you wish to apply for the position on a part-time or job-share basis? | [ ]  Yes | [ ]  No |
| If YES, this will be discussed with you if you are short-listed for interview. |

**Guidance Notes**

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept Curriculum Vitaes (CVs). We recommend that you retain a copy of your application form so that you can refer to this, should you be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies needed to do the job. When completing the application you should provide your entire work history, including a description of any gaps in this history. In addition you should outline all the skills, qualifications and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.

*Additional information*

This is the most significant element of the application form, as this is the section where you have the opportunity to explain why you are suitable for the vacancy you are applying for. To give yourself the best opportunity of being short-listed, you should look at the criteria/competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career that show how you can demonstrate these. If you do not meet all of the essential criteria, you are very unlikely to be invited to interview.

*Declaration of interests and relationships*

We ask all potential employees to inform us of any relationships to school governors or employees. We have to do this to ensure that everyone is treated fairly and so that we can ensure there is no reason why offering a position would be unfair. For example it may be inappropriate to offer someone a position within an organisation where they work for a family member, or asking someone to take a position where they manage grants for voluntary services when their family work for a relevant voluntary organisation.

*Confirming the outcome of an application*

Due to the number of applications, it is not possible to respond to them all. As a result you should assume that you have been unsuccessful if you have not heard from us within 4 weeks of the closing date for the given job. We know this is not ideal but hope you can understand why we do this. If you are successful in being called for interview, we will contact you to confirm the outcome of all additional steps of the application process, as the numbers involved are far less.

*Pre-employment Checks*

If you are offered a job the offer will be conditional on satisfactory pre-employment checks, these can include: references, qualifications and other evidence e.g. driving licence, as well as a medical questionnaire, and in some instances taking a medical examination. You will also have to undergo a DBS check.

***Please return completed applications to Mrs Alison Punt at Shipston High School by the designated closing date, via email: apunt@shipstonhigh.co.uk*** **or in the post to:**

**Mrs Alison Punt**

**Shipston High School**

**Darlingscote Road**

**Shipston on Stour**

**Warwickshire CV36 4DY**

**If posting this application please ensure the correct postage is paid. The school cannot be held responsible for applications that do not arrive before the deadline.**

**Application Form Source**

|  |
| --- |
| Did you hear about our vacancy through any of the following sources (please tick all that apply): |
| School website | [ ]  | TES website | [ ]  |
| Warwickshire County Council website | [ ]  | Hays jobs website | [ ]  |

|  |
| --- |
| If you did not hear about the vacancy through any of the above, please tick which source you used from the below: |
| TES – paper edition | [ ]  | Other paper publication | [ ]  |

**Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Address |       | Daytime Tel. No |       |
| Evening Tel. No |       |
| Post Code |       | Mobile Tel. No |       |
| Email Address\* |       |
| \**If provided this will be used for future correspondence.* |
| If you wish to provide a second address, please do so on a separate sheet and provide an explanation e.g. term-time only, and tick here if you do so | [ ]  |

**Employment History**

Please provide details of your employment history, starting with your most recent/current employer and working back. Please also account for any gaps in employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer Name and Address | Job Title & Main Duties(Please state full or part-time) | Reason for Leaving |
| From | To |
|  |  |  |  |  |
| If required, continue on a separate sheet and tick here to confirm you have done so | **[ ]**  |

**Memberships**

|  |
| --- |
| Please provide details of any memberships you have with any organisations, which are relevant to the job you are applying for. |
| [ ]  Department for Education (DfE)\* | Registration Nbr: |       |
| [ ]  Other (please specify here) | Registration Nbr: |       |
| \* If DfE, do you have Qualified Teacher Status  | [ ]  Yes  | [ ]  No  |  |

**Details of Education & Qualifications**

|  |
| --- |
| Please provide (starting with the most recent) your education and other qualifications. Please also account for any gaps in education. |
| Courses attended/Qualification/Subjects | Grade/Level | School, College orTraining Provider | Year Completed |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| If required, continue on a separate sheet and put a cross here to confirm you have done so | [ ]  |

**Details of Training and Skills**

|  |
| --- |
| Please provide (starting with most recent) any courses that you have undertaken and which are relevant to the job you are applying for. |
| Course Title | Result | Year Completed |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| If required, continue on a separate sheet and put a cross here to confirm you have done so | [ ]  |

**Further information in support of your Application**

|  |
| --- |
| Please refer to the information about applying for the post in the Candidate Information Brief |
|  |

**Further information in support of your Application (continued)**

|  |
| --- |
|       |
| If required, continue on a separate sheet and put a cross here to confirm you have done so | [ ]  |

**Reference Details**

|  |
| --- |
| Please give details of two referees, one of which must be your current or most recent employer. References will not be accepted from relatives or friends and no appointment will be confirmed without first taking up references. |

|  |
| --- |
| **Referee 1 – Current/Most Recent Employer or Educational Establishment** |
| Forename(s) |       |
| Surname |       | Title (e.g. Mr, Mrs) |       |
| Job Title |       |
| Organisation |       |
| Address |       |
| Post Code |       | Tel. No |       |
| Email address |       |
| Can we seek this reference without further consent from you? | [ ]  Yes  | [ ]  No  |

|  |
| --- |
| **Referee 2 – Other Employment or Education (we cannot accept character references)** |
| Forename(s) |       |
| Surname |       | Title (e.g. Mr, Mrs) |       |
| Job Title |       |
| Organisation |       |
| Address |       |
| Post Code |       | Tel. No |       |
| Email address |       |
| Can we seek this reference without further consent from you? | [ ]  Yes  | [ ]  No  |

**Relationships**

|  |  |  |
| --- | --- | --- |
| Are you related to, or have a personal relationship with, a Governor or Employee of the School? | [ ]  Yes  | [ ]  No  |
| If YES, please provide details, including the name, position and relationship. |
|       |

**Disability Requirements**

|  |
| --- |
| We positively encourage applications from disabled people who have the necessary skills and experience for the post. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require to attend for an interview and/or to help you in this job. |
| Do you require reasonable adjustments for your interview?  | [ ]  Yes  | [ ]  No  |
| If YES, please specify below |
|       |

**Criminal Convictions**

|  |  |  |
| --- | --- | --- |
| Do you have a conviction (spent or unspent) under theRehabilitation of Offenders Act 1974? | [ ]  Yes  | [ ]  No  |
| If YES, please provide details below. |
|       |
| Please note: The post you are applying for requires a CRB check which means all convictions remain unspent and you must declare them. |

**Declarations**

|  |
| --- |
| With this application, I hereby consent to the information within this form being processed and retained for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. |
| Signature |  | Date |       |

**Confidential: Protect**

**Equality Details Form**

This form provides information used to ensure your equality details are accurate and ensuring contact can be made as and when required. Personal details are required again as this form will be removed from your application prior to interview. As a result, this information is not viewed by your manager or colleagues but is used by the organisation to review compliance with equality and diversity targets as well as helping to plan the workforce for the future.

**Personal Details**

|  |  |
| --- | --- |
| Forename(s) |       |
| Surname(s) |       | Title (e.g. Mr, Mrs) |       |
| Employee number (if applicable) |       |
| National Insurance Number |       |

**Age Range**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  16-17 | [ ]  18-24 | [ ]  25-29 | [ ]  30-39 | [ ]  40-49 | [ ]  50-59 | [ ]  60-64 | [ ]  65+ |

**Gender**

|  |  |
| --- | --- |
| [ ]  Male | [ ]  Female |

**Sexual Orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Heterosexual/Straight | [ ]  Gay/Lesbian | [ ]  Bisexual | [ ]  Prefer not to say |

**Religion and Beliefs**

|  |
| --- |
| Please select one religion or belief that is most suitable: |
| [ ]  Buddhist | [ ]  Christian | [ ]  Hindu | [ ]  Jewish | [ ] Muslim | [ ]  Sikh |
| [ ]  No Religion | [ ]  Prefer not to say | [ ]  Other\* |
| \*Please specify here |       |

**Ethnic Origin**

|  |  |  |  |
| --- | --- | --- | --- |
| White | [ ]  White British | [ ]  White Irish | [ ]  White Other\* |
| [ ]  White Gypsy or Irish Traveller |
| Mixed | [ ]  White & Black Caribbean | [ ]  White & Black African |
| [ ]  White & Asian | [ ]  Other Mixed Ethnic Group\* |
| Asian or Asian British | [ ]  Indian | [ ]  Pakistani | [ ]  Bangladeshi |
| [ ]  Chinese | [ ]  Other Asian or Asian British\* |
| Black or Black British | [ ]  Caribbean | [ ]  African | [ ]  Other Black or Black British\* |
| Other Ethnic Groups | [ ]  Arab | [ ]  Any Other Ethnic Group\* |
| [ ]  Prefer not to say |
| \*Please specify here |       |

**Disability**

|  |
| --- |
| The Disability Discrimination Act (1995) defines a disabled person as someone with a ‘physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities’ |
| Taking this into account do you consider yourself to have a disability? | [ ]  Yes  | [ ]  No  |
| If you have answered Yes, to help identify and better understand the needs of our disabled employees, please indicate the type(s) of impairment which applies to you. |
| Hearing Impairment  | [ ]  | Learning Difficulties | [ ]  |
| Learning Disability | [ ]  | Long standing illness or heart condition | [ ]  |
| Mental Health Condition | [ ]  | Mental Illness | [ ]  |
| Mobility Impairment | [ ]  | Neurological Condition | [ ]  |
| Physical Co-ordination Difficulties | [ ]  | Physical Impairment | [ ]  |
| Reduced Physical Capacity | [ ]  | Sensory Impairment | [ ]  |
| Speech Impairment | [ ]  | Visual Impairment (not corrected by spectacles) | [ ]  |
| Prefer not to say | [ ]  | None | [ ]  |
| Other (please specify here) |       |
| Please note: If you have a disability that may have an effect upon your work, your health & safety at work or the health & safety of others, you must make your manager aware of this. This is so that any appropriate measures can be identified that would ensure the health & safety of you, your work colleagues or members of the public while you are at work. |