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# *Application for Employment (Confidential)*

**Policy Statement**

**We are committed to the rights of the child, the child’s safety and emotional well-being, and the protection of the child from all forms of abuse**.

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| **Post details** | |
| **Job title:** | **Your application should be submitted:**  **Shirley Brown**  **Personnel Manager**  [**personnel@mmc.bromley.sch.uk**](mailto:personnel@mmc.bromley.sch.uk)  *(Postal or emailed applications will unfortunately not be accepted*) |

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| **Personal details** | | | | | | | | | | |
| **Surname:** | **Forename(s):** | | | | | | | | | |
| **Previous Surname(s):** | | | | | | | | | | |
| **Ms** **Mrs** **Miss** **Mr** **Other (please state):** | | | | | | | | | | |
| **Home Address (including postcode):** | | | | | | | | | | |
| **Daytime telephone number:** | **Evening telephone number:** | | | | | | | | | |
| **Email address:** | | | | | | | | | | |
| **National Insurance Number:** | |  |  |  |  |  |  |  |  |  |

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| **Teachers to complete** | |
| **Are you recognised by the DFE as a qualified teacher in the UK? Yes:  No:** | |
| **If yes, please give date of recognition (month,year)** | |
| **Teacher Reference No:** | |
| **Have you successfully completed a period of probation/statutory induction as a qualified teacher in this country as required by the DFE**  **Yes:  No:**  **If yes, please give date of completion (month,year)** | |
| **Teaching experience (years):** | |
| **Teacher Training**  **Name of Teacher Training Institution:** | |
| **From (month,year) :** | **To (month, year):** |
| **Age range you are trained to teach:** | |
| **Qualification obtained:** | |
| **Subjects you are trained to teach:** | |
| **Additional Subjects which you are able to teach:** | |
| **Any additional languages Spoken:** | |
| **Initial Teacher Training (ITT):** | |
| **Are you an IT Student? Yes:  No:** | |

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| **Employment history** | |
| **Current or most recent employment:** | |
| **Post title:** | **Employer’s name, address and telephone number:** |
| **Dates from to:** |
| **Salary or wage:** |
| **Allowances, or additional salary points:** |
| **If part time please show weekly hours:** | **Length of notice or date able to commence:** |
| **Brief description of duties:** | |
| **Reason for wishing to leave (please indicate if you do not intend to resign from your current post):** | |

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| **Previous Employment** | | | | | | |
| **Employer’s name and address (inc LA and type of school)** | **Position held and key responsibilities** | **Full or part time (detail fte)** | **Salary / Pay scale (Include detail of any special allowances)** | **Reason**  **for**  **leaving** | **Date from** | **Date to** |
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| **Gaps in Employment – please list any gaps together with the reasons for the gaps** |
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| **Education and Qualifications** | | | | | | | |
| **Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).** | | | | | | | |
| **Qualifications**  **Examination subjects, if applicable, indicate main/subsidiary subjects** | **Results**  **Grade or classification** | **School, College**  **Or University** | | **How obtained**  **(Full time, part time**  **Or correspondence)** | **Period of study**  **From To** | | |
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| **Other training** | | | |
| **Please give details of training and other activities undertaken over the last 12 months as part of your CPD.** | | | |
| **Details** | **Outcomes** | **Dates**  **From To** | |
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| **Additional information / personal statement** |
| **Please ensure that you use the space below to submit a personal statement in support of your application. This must be no longer than 2 pages and should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.** |

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| **References** |
| **References will be obtained from employers during the last 3 years. If you have not been in employment during this time please give the names of two personal referees (not family members) from whom confidential references maybe obtained. We may also contact previous employers where you have worked with children.** |

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| **Reference 1 – Current/most recent employer:** | |
| **Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Email address: (preferred)** |  |
| **Address:** |  |
| **Telephone No:** |  |
| **Nature of relationship:** |  |
| **May we approached this referee before any interview? Yes**   **No** | |

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| **Reference 2** | |
| **Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Email address: (preferred)** |  |
| **Address:** |  |
| **Telephone No:** |  |
| **Nature of relationship:** |  |
| **May we approached this referee before any interview? Yes**   **No** | |

**Important Notes**

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| **Declaration** |
| **Immigration, Asylum and Nationality Act (2006)**  In accordance with the Immigration, Asylum and Nationality Act 2006, Marjorie McClure School requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.  **I confirm that I am legally entitled to work in the UK**  **Safeguarding Vulnerable Groups Act (2006)**  Marjorie McClure School is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.  **I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children’s Barred List**  **Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**  Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered ‘spent’ under the terms of the Act. However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.  If you are the successful applicant you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.  **I agree that the appropriate enquiry may be made to the Disclosure & Barring Service**  **Data Protection Act 2018**  The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on 0208 467 0174 or [admin@mmc.bromley.sch.uk](mailto:admin@mmc.bromley.sch.uk)  **I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3rd Party Processors for the purpose of this recruitment in accordance with Data Protection 2018.**  **Disclosure**  A candidate for any appointment with Marjorie McClure School must state below any known relationship to any member of the Marjorie McClure School Governing Body or related to an employee of Marjorie McClure School when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice. |
| **Are you related to any member of the** Governing Body **or existing employees of** Marjorie McClure School**?**   **Yes**  **No**  **If YES, give details:** |
| **I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.**  **Signed: Date:**  **BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.** |

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| **Equal opportunity and employment** |
| We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy. To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant. This will be removed before sifting process. |

**Please Note:** These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

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| **Ethnicity** | | | |
| White | English  Scottish  Welsh  Irish  Any other white | 1  2  3  4  5 |  |
| Mixed | White & Black Caribbean  White & Black African  White & Asian  Any other mixed | 6  7  8  9 |  |
| Asian or Asian British | Indian  Pakistani  Bangladeshi  Kashmiri  Any other Asian | 10  11  12  13  14 |  |
| Black or Black British | Caribbean  African  Any other black | 15  16  17 |  |
| Other Ethnic Groups | Chinese  Any other ethnic group | 18  19 |  |

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| **I am:**  Female  Male  **Date of birth:** |
| **Job Sharing**  If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:  **Full time**  **Job share**  **Either**  If you would like to job share this post but are unsure as to whether this is possible please contact the school or  Department concerned. |

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| **Disability** |
| To help you decide whether you have a disability as defined under the Disability Discrimination Act 1995 please read the following information: A disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories.   1. Mobility 2. Manual Dexterity 3. Physical Co-ordination 4. Continence 5. Ability to lift, carry or otherwise move everyday objects 6. Speech, hearing or eyesight 7. Memory or ability to concentrate, learn or understand 8. Perception of the risk of physical danger   Your disability needs to be long-term, i.e. has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information please tick one of the following:  I **do** consider myself to have as disability  I **do not** consider myself to have a disability  I **decline to** self-classify as to whether I consider I have a disability |
| Do you have any specific requirements to enable you to attend an interview? Please tick. If you answer YES, please give brief details  **No**  **Yes (Details):** |