|  |  |
| --- | --- |
| Job Title: |  |
| Closing Date: |  |

# Application for employment

Please complete the form and provide written evidence as to how you meet the requirements of the job. Use additional sheets of paper if required.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Title (select as appropriate): | Dr  Mr  Mrs  Miss  Ms  Other (please specify) |  |

|  |  |
| --- | --- |
| Surname(s): |  |

|  |  |
| --- | --- |
| First name(s): |  |

|  |  |
| --- | --- |
| Previous surname(s): |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |
| --- | --- |
| Telephone: | Work:       Home: |
|  | Mobile: |

|  |  |
| --- | --- |
| Where did you find out about this job? |  |

|  |  |
| --- | --- |
| National Insurance No\*: |  |

|  |  |
| --- | --- |
| Date of Birth\*: |  |

|  |  |
| --- | --- |
| DFE No (Teachers Only): |  |

|  |  |
| --- | --- |
| NQT (Teachers Only) : | Yes:  No: |
| Induction Assessments Completed : | 0: 1:  2: 3: |
|  |  |

\* This information is required to ensure correct identification of candidates

Please list any personal relationships that exist between you and any of the following members of the school community or Trust:

Governors/Trustees, Staff and Pupils

If none, please tick the box

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Job title: |  |

|  |  |
| --- | --- |
| Relationship to you (aunt, brother, partner etc): |  |

If the job requires you to have a driving licence please tick which type of licence you hold:

Full  HGV  PSV  None

**Eligibility to work in the UK** (for completion by non-EU nationals **only**)

Do you need a work permit? Yes  No

If yes, do you have a work permit? Yes  No

|  |  |
| --- | --- |
| State type of permit: | State permit number: |

**References**– remember to ask your referees for permission before you give their name.

**One reference must be from your current employer or most recent employer**

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

|  |  |
| --- | --- |
| Tel: |  |

|  |  |
| --- | --- |
| Occupation: |  |

|  |  |
| --- | --- |
| Relationship: |  |

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Email: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

|  |  |
| --- | --- |
| Tel: |  |

|  |  |
| --- | --- |
| Occupation: |  |

|  |  |
| --- | --- |
| Relationship: |  |

References will be requested as part of the recruitment process and they will form part of the decision-making process. Your referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under the Safeguarding & Safer Recruitment in Education guidance. Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

If you are applying for a Headship your Local Authority will also be asked for a reference.

**Work History**

**Present Employment** (or last job for applicants currently unemployed)

|  |  |
| --- | --- |
| Job title: |  |

|  |  |
| --- | --- |
| Date employment  started: |  |

|  |  |
| --- | --- |
| Date employment  ended (if applicable) |  |

|  |  |
| --- | --- |
| Reason for leaving/looking for other employment: |  |

|  |  |
| --- | --- |
| Notice required  (if applicable): |  |

|  |  |
| --- | --- |
| Name of employer/School: |  |
| Name of Local Authority/Agency: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

|  |  |
| --- | --- |
| Current Salary: |  |
| Briefly describe  your duties: |  | |

**Previous Employment**

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets please remember to put your name and the post applied for on each extra page and number it.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Main Duties** | **Name and Address of Employer** | **From** | **To** | **Wage/Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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If you need more space, please attach additional sheets and tick this box

**Education and Qualifications**

This section deals with school education/further. Please include the dates when you started and finished each level of education. (Sight of original certificates would be required if you are successful).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Periods of Study.**  **Please indicate Full/Part Time** | | **Degrees or certificates obtained** | **Dates of Awards** |
| **Name of Schools/ College/ University Attended** | **From** | **To** | **Details/subject/grades** |  |
|  |  |  |  |  |

If you need more space, please attach additional sheets and tick this box

**Breaks / Gaps in Employment / Education**

Please explain any breaks in your educational attainment and/or employment history in the following space.

If you need more space, please attach additional sheets and tick this box

|  |
| --- |
|  |

**Relevant Information**

**Please read this section carefully as this is the most important part of your application**

Using this page and if needed additional paper, **demonstrate** your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Employee Specification:

Relevant Experience, Education and Training, Attainments, General and Special Knowledge, Skills and Abilities, Additional Factors including continual Professional Development.

If you need more space, please attach additional sheets and tick this box

|  |
| --- |
|  |

**Additional Information**

1. If you are in receipt of a pension payable under the Teachers’ Pension Regulations following early retirement, please indicate the grounds on which you were retired:

Interest of efficiency / Redundancy / Ill health (delete as appropriate).

|  |  |
| --- | --- |
| Date of retirement |  |
|  |

1. If you have received a redundancy payment in respect of a previous employment with a local authority, please give details.

|  |  |
| --- | --- |
| Name of Authority |  |
| Date of Redundancy |  |

1. If you have lived overseas in the last 7 years, please give details of country and dates of residence. We are required to carry out additional security checks in this instance.

|  |  |  |
| --- | --- | --- |
| Country | Start date of residency | End date of residency |
|  |  |  |
|  |  |  |
|  |  |  |

**Criminal Convictions**

**REHABILITATION OF OFFENDERS ACT (EXEMPTIONS) ORDER 1975**

**NOTE:**

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become ‘spent’ after the passage of time, that is the law will treat them for most purposes as if they had never happened and it is not necessary to disclose them on Application Forms. However, the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. The job for which you are now applying falls within that order and you are therefore required to detail below previous convictions, cautions, reprimands or warnings, whether or not they are spent.

For jobs that are subject to a disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of the offence.

If you fail to disclose that you have been convicted of criminal offence or received a caution, reprimand or warning this may lead to dismissal or disciplinary action by the authority. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for jobs which the order applies.

Please give details of all offences of which you have ever been convicted. If you have none, please write in the box below ‘no convictions, cautions or bind-overs’.

|  |  |  |
| --- | --- | --- |
| Date | Details of Convictions, Cautions or Bind-overs | Penalty |

|  |  |  |
| --- | --- | --- |
|  |  |  |

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| --- | --- | --- |
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| --- | --- | --- |
|  |  |  |

Are there any matters pending? Yes  No

|  |  |
| --- | --- |
| If ‘Yes’ please  give details |  |

I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in dismissal or disciplinary action.

|  |  |
| --- | --- |
| Last name: |  |

|  |  |
| --- | --- |
| First name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

N.B. If you fail to complete this section of the application form you may not be shortlisted or invited to attend an interview.

**We will treat all information provided on this form in the strictest confidence - you may provide additional information in writing and in confidence or indicate that you wish discuss in more detail if invited for interview.**

**Important Notice to Applicants**

Cloughwood Academy takes its duty of care very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, ie known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may also be offered the job subject to clearance from the Disclosure and Barring Service (DBS) and other checks**. You may not be able to commence work, until these checks have been received and are shown to be satisfactory.**

Data Protection Act 1998 applies. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although we reserve the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

|  |
| --- |
| **I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Independent Safeguarding Authority. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.** |

Please sign the form\*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date: |  |
| Print Name: |  |  |  |

**\*If you submit electronically you will be asked to provide a true signature if you are shortlisted.**