**CONFIDENTIAL**

**EMPLOYMENT APPLICATION FORM**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.

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| **DATA PROTECTION NOTICE** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations |

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| **For non-teaching posts, you can disregard the shaded boxes.** |

**POST DETAILS**

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| --- |
| Post applied for: |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Prefer to be known as: | Date of birth (DD/MM/YY): |
| National Insurance Number: | Teacher Reference Number: |
| Address: | Mobile phone number (preferred): |
|  | Home phone number (alternative): |
|  | Work phone number (alternative): |
| Email: |  |
| If applicable, please give the date when your continuous local government service commenced (month / year): | |

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| **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS** |
| We are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy notice.  **Do you have a DBS certificate?:** ☐ Yes ☐ No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐ Yes ☐ No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

**RIGHT TO WORK IN THE UK**

All candidates invited for an interview will be required to produce original documentation that proves their right to work in the UK. You will receive further information about acceptable documentation if you are invited to attend an interview.

Do you have the right to work in the UK?

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| --- | --- | --- | --- | --- | --- |
| **Yes** | | | **No** | | |
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If yes, please state on what basis:

☐ UK citizen

☐ EU settled status

☐ Skilled worker visa

☐ Graduate visa

☐ Youth mobility visa

☐ Other – please provide full details in the box below

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| **TIME SPENT LIVING AND/OR WORKING OVERSEAS** |
| Have you spent time living and/or working outside of the UK?  ☐ Yes  ☐ No |
| If yes, please give details, including countries and relevant dates: |

**PERSONAL INTERESTS**

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff or Governors at Ellison Boulters Church of England Academy?

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| --- | --- | --- | --- | --- | --- |
| **Yes** | | | **No** | | |
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| If yes, please enter the names and positions of all known relations: |

*A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.*

Do you have any outside private business interests that may conflict with those of Ellison Boulters Church of England Academy?

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| --- | --- | --- | --- | --- | --- |
| **Yes** | | | **No** | | |
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| If yes, please describe your private interest: |

**EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS**

Please include in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

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| --- | --- | --- | --- | --- | --- | --- |
| Name of Educational Establishment | Full or Part Time | Dates | | Qualification Achieved | | |
| From | To | Subject | Level | Grade |
|  |  |  |  |  |  |  |

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| --- | --- |
| TEACHER STATUS- | |
| Teacher reference number |  |
| Do you have QTS? |  |
| QTS certificate number (where applicable) |  |
| Date of qualification |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |  |
| Are you subject to a General Teaching Council sanction or restriction? |  |
| Date qualification awarded: (Month & Year) |  |
| Date of completion of probation: |  |

**PRESENT EMPLOYER**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Job Title: | Date appointed: | Salary: |
| Type of School: | Single / mixed sex: | Number on roll: | Age range taught: |
| Summary of main duties: | | | |
| Period of Notice required: | | | |

**PREVIOUS EMPLOYMENT**

Please include in chronological order and continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Job Title | Dates  (month & year) | | Full or Part Time | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

**PERIODS OF UNPAID ACTIVITY**

Please give reasons and duration for any gaps when you have not been in employmentafter the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

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| --- | --- | --- |
| Details | Dates (month & year) | |
| From | To |
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**PERSONAL STATEMENT**

Please explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.

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**REFEREES**

Please note all references will be taken up after shortlisting and before interview. We may request additional references.

You must supply full contact details for a minimum of **two** referees. One referee must be your **current or last employer** however if you have never had an employer, one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. If your current or last employment was within a school, one referee must be **the head teacher**. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you.

We reserve the right to seek any additional references we deem appropriate.

## Referee 1 - Current or Most Recent Employer

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

## Referee 2

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

If you do not wish us to contact your referees without your prior agreement, please tick this box: ☐

**RECRUITMENT & EQUALITIES MONITORING**

The school is committed to achieving fairness and equality in employment as contained within the schools Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the school in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and **will not be taken into account when making the appointment**.

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Date of birth (DD/MM/YY): | Gender:  ☐ Male  ☐ Female  ☐ Other  ☐ Prefer not to say |
| Marital / Civil Partnership Status: | Religion / Belief: |
| Nationality: | Ethnic group: |

**POSITIVE ABOUT DISABLED PEOPLE**

The school welcomes applications from disabled people. We have been awarded the 'Positive about Disabled People' symbol in recognition of our commitment to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person's life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

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| Details of disability and any reasonable adjustments needed for interview. |

**CRIMINAL CONVICTIONS**

* The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.
* The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent or unspent convictions, either in the UK or abroad, including cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013.
* You must also inform us if you are on List 99, disqualified from working with children, or have any active restriction which would prevent you taking up this post.
* Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.
* Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment with the School. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the School consider it is relevant to the position you are applying for.

Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not 'protected' to declare?

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| --- | --- | --- | --- | --- | --- |
| **Yes** | | | **No** | | |
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| If yes, please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence: | | |

Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?

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| --- | --- | --- | --- | --- | --- |
| **Yes** | | | **No** | | |
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You must obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.

**Declaration**

* I certify that the information I have given on this form is true and accurate to the best of my knowledge.
* I have read or had explained to me and understand all the questions on this form.
* I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
* I authorise the School to undertake the necessary pre-employment checks and to verify any information given.
* I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **RETIRED TEACHERS**  Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again. |