



# Sutton Coldfield Grammar School For Girls

## Application Form

Internal use only  
Ref. No. \_\_\_\_\_  
Date Received \_\_\_\_\_

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application form; this should supplement the information in your letter of application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Post applied for:

### Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

Title:

Initials:

Surname/ Family name:

#### Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

#### Current or most recent employer (if teaching)

Name and address of School/Academy:
Telephone number of School/Academy:
Date employed from (MM/YYYY):
Date employed to (MM/YYYY):
Salary: £
Allowances:
Notice period/date available to begin this role:

#### Type of School

Community Aided      Foundation  
Academy      Free School  
Independent  
(Please mark)  
Boys   Girls   Mixed   (Please mark)

Age Range:      Number on Roll:

Job title/position:

(please enclose a copy of your current job description if possible)

Full Time      Part Time      (please tick)

Subjects/Age groups taught:

Reason for leaving or wanting to leave:

#### Current or most recent employer (if non-teaching)

Name and address of employer:
Basic salary (full-time) £
Basic pro-rata salary (if part-time) £
Allowances:
Any other benefits:

Job title/position:

(please enclose a copy of your current job description if possible)

Hours per week:

Date employed from (MM/YYYY)

Date employed to (MM/YYYY)

Reason for leaving or wanting to leave:

Notice period/date available to begin this role:

**Previous employer(s) in chronological order**

Please list all previous employment, starting with the most recent first since leaving secondary education. This should include post-secondary education/training and part-time and voluntary work as well as full-time employment. Give start and end dates and explanations for periods when not in employment or education/training, and reasons for leaving employment.

<b>From (MM/YYYY)</b>	<b>To (MM/YYYY)</b>	<b>Employer Name and Address</b>	<b>No. on roll and type of school, if applicable</b>	<b>Job title/position or activity</b>	<b>F/T, P/T or voluntary</b>	<b>Reason for leaving</b>

Please add additional rows or enclose a continuation sheet if necessary.

### Secondary Education

Please complete this section as fully as possible, giving details of the qualifications obtained and dates of award.

Please note that any offer of employment may be subject to verifying the accuracy of this information, and you will be asked to provide original documents prior to offer.

Name of School/College	From (MM/YYYY)	To (MM/YYYY)	Qualifications passed (Please detail qualification type, subjects and grades)

### Further/Higher Education

Please complete this section as fully as possible, giving details of the qualifications obtained and dates of award. Please note that any offer of employment may be subject to verifying the accuracy of this information, and you will be asked to provide original documents prior to offer.

Name of further education institution, University or awarding body	From (MM/YYYY)	To (MM/YYYY)	Full or Part- time	Qualifications obtained (Please detail qualification type, subjects and grades)

**Professional Courses Attended as a Teacher**

Please provide details of any professional bodies to which you belong, including level/grade of membership and registration number, if applicable.

Subject	Organising Body	Date(s)	Duration

**Other relevant experience, skills, abilities, interests and knowledge**

Please provide any information which you think will support your application. You should provide evidence that you have the experience, skills, abilities and knowledge required to perform the job you are applying for.

The information you provide should relate to the Job Description and should clearly address the criteria outlined in the Person Specification.

Please enclose a continuation sheet if necessary

## Referees

Please provide details of two people to whom an approach may be made with reference to your work history and experience. The first referee should be your present or most recent line manager (Headteacher if you work in a school). If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children (which may include any in which the penalty is “time expired”) and whether you have been the subject of any child protection concerns (and if so, the outcome of any enquiry or disciplinary procedure). References will not be accepted from relatives or people writing solely in the capacity of friends.

It is your responsibility to ensure that the individuals you nominate as referees consent to you providing their contact details on this form.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most version of Keeping Children Safe in Education statutory guidance.

### Reference 1

Current or most recent employer

<b>Name</b>	<b>Job title/position</b>
<b>Organisation</b>	<b>Relationship to you</b>
<b>Address</b>	<b>Telephone</b>
	<b>Email</b>
	<b>Website</b>

**I consent to reference 1 being requested before interview.**

YES

NO

### Reference 2

<b>Name</b>	<b>Job title/position</b>
<b>Organisation</b>	<b>Relationship to you</b>
<b>Address</b>	<b>Telephone</b>
	<b>Email</b>
	<b>Website</b>

**I consent to reference 2 being requested before interview.**

YES

NO

## Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

<b>Sign</b>	
<b>Print</b>	
<b>Date</b>	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

## Part 2. PERSONAL INFORMATION

Internal Ref. No. \_\_\_\_\_

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

### Personal Information

Surname or family name:	
Previous surname(s):	
All forenames:	
Title:	
Current address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
National Insurance number:	
Email address:	
DfE reference number (if applicable):	
Do you have a current full clean driving licence? Only applicable for posts that require driving	Yes:                      No:                      N/A:
Do you require sponsorship (previously a work permit)?	Yes:                      No:  If YES please provide details under separate cover.

### 1. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying

### Prohibition from Teaching (where applicable)

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

### Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our GDPR Data Protection Policy which can be found on our website.

The person responsible for Data Protection in our organisation is Mr A Maguire who can be contacted at [ama@suttcold.bham.sch.uk](mailto:ama@suttcold.bham.sch.uk) with any questions relating to our handling of your data.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

### 2. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you provide as part of the recruitment process for the prevention and detection of fraud. We may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

### 3. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 1 above, and in particular that checks may be carried out to verify the contents of my application form.

Sign	
Print	
Date	

### 4. Equality and Diversity Monitoring – Please complete using this online monitoring form (click here) (you may be prompted to allow access to Microsoft Forms)

*Collection of equality information is solely for monitoring purposes and will not be used in scoring your application or during the interview process.*