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|  | St Matthias School  Deans Road  Wolverhampton  WV1 2BH | Part of: |

**Job application form**

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full. A CV is not acceptable in place of the application.

**Please attach an accompanying letter explaining why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.**

Please include your surname and the title of the post you’re applying for as the file name for the attachment.

The completed form and letter should be returned to: recruitment@st-matthias.com

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| vacancy information | | |
| |  |  | | --- | --- | | Application for the post of: |  | | Job ID/reference number: |  | | Closing date: |  | | What date are you available to begin a new post? |  | | Where did you first hear about this job? |  | | | |
| personal details | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |
| **National Insurance number** |  |

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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?** |  |

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| education and qualifications | | |
| Please provide details of your education from secondary school onwards.  You’ll be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades, awarding body and date of award)** |
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| training and professional development | | | | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application | | | | | | |
| **Course dates** | | **Length of course** | | **Course title** | **Qualification obtained** | **Course provider** |
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| employment gaps | | | | | | |
| Please provide details of any employment gaps since leaving school, and give the reasons for the gap. | | | | | | | |
| **Start date** | **End date** | | **Reason for employment gap** | | | | |
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| Employment history   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | current employment details | | | | | | | | | | **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Age range taught** | **No. on roll** | **Permanent or temporary** | **Part-time or full-time** | **Salary (inc. allowances)** | **Description of responsibilities** | |  |  |  |  |  |  |  |  |  | | | | | |
| Previous employment | | | | |
| Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first. | | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
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| Additional information |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. |
| (if required provide information in separate sheet) |

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| References |

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

The school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

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|  | Reference 1 | Reference 2 |
| Name |  |  |
| Relationship to you |  |  |
| Address and post code |  |  |
| Contact number |  |  |
| Email Address |  |  |
| Is this you current employer? |  |  |
| Can they be contacted now? |  |  |

If either of your referees knows you by a different name, please state:

Personal Information

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| contact details | |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |
| disability and accessibility | |
| The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:  Under the City of Wolverhampton Council’ s ‘Guaranteed interview scheme’ applicants with disabilities who meet the essential critereas for the role are guaranteed an interview. | |
| Right to work in the uk | |
| The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  Find out more about how the school recruits teachers from overseas [here](https://www.gov.uk/guidance/recruit-teachers-from-overseas).  **Do you have the right to work in the UK?**  Yes  No | |
| If yes, please state on what basis:   |  |  |  | | --- | --- | --- | | UK citizen | Skilled worker visa | Youth mobility visa | | EU settled status | Graduate visa | Other: | | |

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| Disclosure and barring and recruitment checks | | |
| The school is 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.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s 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, the school 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  If yes, please give details, including countries and relevant dates:  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. | | |
| relationship to the school | | |
| Please list any personal relationships that exist between you and any of the following members of the school community, ie: Governors, Local governors, Staff, Pupils.  If you have a relationship with a governors or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at school** |
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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 one 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   You will find more information on how we use your personal data in our privacy notice for job applicants accessible from our website | | |
|  |
| Links to policies |
| For further information about our safer recruitment practices and checks, please refer to our Child protection policy and Recruitment and Selection policy available on our website (accessible from here: <https://www.st-matthias.com/policies>) |
| sign and date |
| Name (please print):  Sign:  Date: |

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

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| equalities monitoring information | | | |
| **What is your date of birth? (dd/mm/yyyy)** | |  | |
| **What is your sex?** | | Male  Female | |
| **What gender are you?** | | Male  Female  Other  Prefer not to say | |
| **Do you identify as the gender you were assigned at birth?** | | Yes  No  Prefer not to say | |
| **How would you describe your ethnic origin?** | | | |
| **White**  British  Irish  Gypsy or Irish Traveller  Any other White background  **Asian or British Asian**  Bangladeshi  Indian  Pakistani  Chinese | **Black or Black British**  African  Caribbean  Any other Black background  **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background | | **Other Ethnic groups**  Arab  Any other ethnic group  Prefer not to say |
| **Which of the following best describes your sexual orientation?** | | | |
| Bisexual  Heterosexual/straight  Homosexual | | Other  Prefer not to say | |
| **What is your religion or belief?** | | | |
| Agnostic  Atheist  Buddhist  Christian  Hindu | Jain  Jewish  Muslim  No religion | | Other  Pagan  Sikh  Prefer not to say |
| **Pregnancy and maternity** | | | |
| Are you pregnant?  Yes  No  Prefer not to say | | Have you given birth within the last 12 months?  Yes  No  Prefer not to say | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | |
| Yes  No  Prefer not to say | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | |
| Physical impairment  Sensory impairment  Learning disability/difficulty  Long-standing illness  Mental health condition  Developmental condition  Other | | | |