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**Lawrence Sheriff School**

A National Teaching School

Clifton Road, Rugby, CV21 3AG

Tel: 01788 542074/843700

**JOB APPLICATION FORM**

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| **Title of post you wish to apply for:** |  | | |
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| **Do you wish to apply for this position on a part-time or job-share basis?** | | **Yes** | **No** |
| **Where did you first hear / read about this job?** | |  | |

This form should be used to apply for a job and contains important information, which will be used to assess your application for the role as well as confirming your employment and personal details. Therefore you should ensure it is accurately completed and that you have clearly demonstrated how you meet the requirements for the role.

Please contact us directly should you require the form in an alternative format.

Only this form will be considered, therefore please **do not** attach your CV.

**Please read all instructions carefully before completing this form in full and ensure that it is received prior to the specified closing date.**

As an employer we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

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| **Part A – Personal Details** | |
| Initials: |  |
| Surname: |  |

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| **Part B – 1. Present or most recent employment** | | | |
| Name of Employer: |  | | |
| Address: |  | | |
| Postcode: |  | | |
| Tel. No: |  | | |
| Job Title: |  | | |
| Start Date: |  | End Date: |  |
| Basic Salary: |  | Other Allowances |  |
| Key Responsibilities: |  | | |
| Reason for Leaving: |  | | |
|  | | | |
| **Part B – 2. Full employment history (most recent first)**  Note: Please ensure that you account for any gaps in employment. Continue on a separate sheet if necessary. | | | |
| 1) Name of Employer: |  | | |
| Address: |  | | |
| Postcode: |  | | |
| Tel. No: |  | | |
| Job Title: |  | | |
| Start Date: |  | End Date: |  |
| Basic Salary: |  | Other Allowances |  |
| Reason for Leaving: |  | | |
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| 2) Name of Employer: |  | | |
| Address: |  | | |
| Postcode: |  | | |
| Tel. No: |  | | |
| Job Title: |  | | |
| Start Date: |  | End Date: |  |
| Basic Salary: |  | Other Allowances |  |
| Reason for Leaving: |  | | |
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| 3) Name of Employer: |  | | |
| Address: |  | | |
| Postcode: |  | | |
| Tel. No: |  | | |
| Job Title: |  | | |
| Start Date: |  | End Date: |  |
| Basic Salary: |  | Other Allowances |  |
| Reason for Leaving: |  | | |
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| 4) Name of Employer: |  | | |
| Address: |  | | |
| Postcode: |  | | |
| Tel. No: |  | | |
| Job Title: |  | | |
| Start Date: |  | End Date: |  |
| Basic Salary: |  | Other Allowances |  |
| Reason for Leaving: |  | | |

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| **Part C – Education** | | | | |
| Please provide details of your education history, starting with your most recent / current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary. | | | | |
| Name of Establishment (School, University, etc.) | Qualification gained & Subject | Grade / Class | Date From: | Date to: |
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| **Part D – Qualifications and Training** | | | |
| Provide details of your qualifications or training, which are relevant to the job. Continue on a separate sheet if necessary. | | | |
| Course | Qualifications gained  (if applicable) | Date From: | Date to: |
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**Please continue on a separate sheet if necessary. You will be asked to provide original proof of relevant qualifications if you are invited to interview.**

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| **Part E – Application Questions** |
| For **Support Staff** posts**:** In this section you must ensure you demonstrate **fully** how you meet each of the criteria set out in the job description/person specification of the post you are applying for, including any experience, skills and abilities that you have gained, both in work and outside paid work, such as voluntary/community work. You may find it helpful to address each of the criteria in turn.  For **Teaching** posts: In this section you must ensure you demonstrate **fully** how you meet the criteria as set out in the Teachers’ Standards document or Subject Leaders’ Standards document, (whichever is applicable to the post you are applying for), including any experience, skills and abilities that you have gained, both in work and outside paid work, such as voluntary/community work.  Please continue on a separate sheet if necessary. Provide any additional information or comments you wish to bring to the attention of the selection panel.  **NOTE**: **Your response to this section is extremely important and will be the basis of the shortlisting panel’s decision to invite you for interview.** |
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| **Part F – Verification of Employment** |
| Please give details of **two** referees, **one** of which must be your current employer or most recent employer and the **second** either an employment or educational reference or from a school if you have worked in a school previously.  **For teaching posts where you are not currently employed as a teacher, we will contact your last teaching employer, even if you have not provided the employer as a referee.**  As the job role involves children, should you be invited to interview then we will seek to contact **all** nominated references **prior** to the interview taking place. By accepting any offer of an interview, you are hereby giving your consent. |

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| **Referee 1** | | | |
| Name: |  | | |
| Relationship to you: (E.g. Line Manager) |  | | |
| Job Title: |  | | |
| Address: |  | | |
| Telephone number: |  | | |
| E-mail Address: |  | | |
| Can we seek this reference without further consent from you? | | Yes | No |
|  | | | |
| **Referee 2** | | | |
| Name: |  | | |
| Relationship to you:  (E.g. Line Manager) |  | | |
| Job Title: |  | | |
| Address: |  | | |
| Telephone number: |  | | |
| E-mail Address: |  | | |
| Can we seek this reference without further consent from you? | | Yes | No |

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| **Part G – Your Contact Details** | | | | | | | | | | | | | |
| Full Name (including title e.g. Mr, Mrs, Ms Dr etc.): |  | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | |
| Postcode: |  | | | | | | | | | | | | |
| Telephone: | Day: | | | Evening: | | | | Mobile: | | | | | |
| Email: |  | | | | | | | | | | | | |
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| If applicable, do you need a work permit to work in this country? | | | | | | | | | Yes | | | No | |
| If you have a work permit, please state if there are any limitations / conditions / expiry date on the work permit. | | | | | | | | | | | | | |
| National Insurance No: | |  |  |  |  |  |  | | |  |  | |  |
| **Teaching Staff Only** – Teacher Reference number (DfE 7 digit number) | | | | | |  | | | | | | | |

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| **Part H – Additional Questions** | | |
| 1. **Teaching Positions Only:** Are you subject to a prohibition order/interim prohibition order issued by the Secretary of State that would prevent you from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England? | Yes | No |
| **If YES,** please provide details. You may provide this information separately from your Job Application Form. | | |

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| **Protection of Children** |
| The School is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at <http://www.gov.uk/government/collections/dbs-filtering-guidance>.  You will be required to disclose if shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the School and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the School. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies. During the course of your employment with the School, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal.  We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |

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| **Declaration** | | | |
| With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I understand that any offer of employment is subject to the relevant pre-employment checks including but not limited to satisfactory a) Verification of identity, b) References, c) DBS Certificate and check of the Barred list (if applicable), d) Medical clearance, e) Proof of eligibility to work in the UK, f) Proof of qualifications and registrations.  I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. | | | |
| **Name:** |  | | |
| **Signature:** |  | **Date:** |  |

(A signature is not required if this form is emailed from your given email address)

**Please ensure you complete the Additional Questions and Equality Details form on the next page and submit together with this Job Application form. The Additional Questions and Equality Details form will be removed from the application form and will NOT be submitted to the shortlisting panel.**



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**EQUALITY DETAILS FORM**

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| This form provides equality details for those applying for jobs. This information is used to review compliance with equality and diversity targets and planning future workforce requirements and is not disclosed to the shortlisting panel. | |
| **Candidate Name:** | **Title of Post:** |

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| **Sexual Orientation Details:** Please provide details of your sexual orientation: | | | |
| Heterosexual / Straight | Gay / Lesbian | Bisexual | Prefer not to say |

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| --- | --- | --- | --- |
| **Religion and Belief Details:** Provide the religion or belief which is most suitable: | | | |
| Buddhist | Christian | Hindu | Jewish |
| Muslim | Sikh | No Religion | Prefer not to say |
| Other (Specify Here) |  | | |

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| **Ethnic Origin Details:** Provide the ethnic origin which is most suitable: | | | |
| White British | White Irish | White Gypsy or Irish Traveller | White Other  (Please specify below) |
| White & Black Caribbean | White & Black African | White & Asian | Other Mixed Ethnic Group (Please specify below) |
| Indian | Pakistani | Bangladeshi | Chinese |
| Arab | Prefer not to say | Any other  (Please specify below) | Other Black or Black British (Please specify below) |
| Other (Specify Here) |  | | |

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| **Disability Details:**  The Disability Discrimination Act (1995) defines a disabled person as someone with a ‘physical or mental impairment’, which has substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.  **Under this definition do you consider yourself to have a disability?** | | | |
| Yes | No |  | |
| If Yes, to help identify and better understand the needs of our disabled applicants please indicate the type(s) of impairment which applies to you. | | | |
| Hearing Impairment | Learning Difficulties | Learning Disability | Mobility Impairment |
| Long Standing Illness or heart condition | Mental Health Condition | Mental Illness | Neurological Condition |
| Physical Coordination Difficulties | Physical Impairment | Prefer not to say | Reduced Physical Capacity |
| Sensory Impairment | Speech Impairment | Visual Impairment (Not corrected by glasses) | Other (please specify below) |
| Other: | | | |
| If you have a disability that may have an effect upon your work, your health & safety at work or the health & safety of others, you must make your manager aware of this. This is so that any appropriate measures can be identified that would ensure that health & safety of you, your work colleagues or members of the public while you are at work. | | | |

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| **Additional Information**  Provide any other relevant information as well as using this space to expand on information provided above: | |
| **Declaration**  I certify that I have the authority to make this request and have provide information that is accurate to the best of my knowledge and belief. I recognise that failure to declare any relevant information or the provision of false or misleading information may result in appropriate action being taken. | |
| **Signature:** | **Date:** |

(A signature is not required if this form is emailed from your given email address)

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| **Additional Questions** | | | |
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| **Candidate Name:** | **Title of Post:** | | |
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| We positively encourage applications from disabled people who have the necessary skills and experience for the job. If you have a disability, please outline below any reasonable adjustments you require for interview. | | | |
| 1. Do you consider yourself disabled? | | Yes | No |
| **If Yes**, do you require reasonable adjustments for your interview? | | Yes | No |
| **If YES**, please provide details | | | |
| 1. Provide details of any memberships you have with any organisation that may be relevant to the job for which you are applying: | | | |
| 1. Are you related to, or have a personal relationship with a Governor or Employee of the School? (Failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice.) | | Yes | No |
| **If YES,** please provide details. You may provide this information separately from your Job Application Form. | | | |