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| Application for the post of: |

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| **1 PERSONAL DETAILS** | |
| Last Name: [Last Name] | First Name(s): [First Name] |
| Title Mr, Mrs, Miss, Ms etc. [Title] | Preferred Name: [Preferred Name] |
| Any other former Surnames: | Any other former Forenames: |
| Address: | Telephone Numbers: |
| [Home Address Street] | Home: [Home Phone] |
| [Home Address City] | Work: [Other Phone] |
| [Home Address Country/Region] | Mobile: [Mobile Number] |
| Post Code: [Home Address Postal Code] | Email address: [E-Mail] |
| National Insurance Number: [National Insurance Number] |  |

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| **2 CURRENT OR MOST RECENT EMPLOYMENT** | |
| Name of Employer (Academy Trust/Local Authority): [Existing Employer] | |
| Name and address of School or Establishment:  [Existing School Name]  [Existing Employer Street]  [Existing Employer City]  [Existing Employer County] | |
| Postcode: [Existing Employer Postal Code] | Telephone Number: [Existing Employer Phone] |
| Current Post/Job Title: [Existing Job Title] | Current salary: £ |
|  | Permanent/Temporary/Acting/Supply: |
| Please **briefly** state your main responsibilities: | |
| Date Appointed to School: | Date Appointed To Position: |
| Date Free to Take Up Appointment: | Age Range of School: |

***We are committed to safeguarding and promoting the welfare of children***

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| **3 PREVIOUS EMPLOYMENT** |

**Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment, training or education since leaving secondary education. Teaching practice should only be included where this application is for your first teaching job.**

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| Name and location of school, employer or voluntary agency | FT /  PT /  Supply | School  Type  Primary/  Secondary/  Special/  Other | Age  Range  Of  School | No.  on Roll | Position Held and Salary Point | From  Month/  Year | To  Month/  Year | Reason for Leaving |
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***We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied***

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| **4 EDUCATION AND QUALIFICATIONS** |

Please give details of your education and any qualifications obtained with the **most recent first**. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations if you are the successful candidate. Qualifications obtained overseas must be supported by NARIC accreditation.

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| Institute/University/College/School | Courses/Examinations | From  Mth/Yr | To  Mth/Yr | Results  Include class of degree. Include A Level grades. List GCSE/O Level passes at C or above |
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| **As part of our safer recruitment procedures we will check Qualified Teacher and Induction status**  **DfE Number:** |
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| **Do you have Qualified Teacher Status (QTS)? Yes**  **No** |
| **Date Qualified Teacher Status attained:** |
| **If you qualified as a teacher after 7th May 1999, have you successfully completed NQT Induction?** |
| Yes  No |

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| **5 ADDITIONAL QUALIFICATIONS/ACHIEVEMENTS** |

e.g. In-house training courses, music certificates, coaching awards etc.

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| Title of Training Programme/Course | Date | Awarding Body |
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| **6 RIGHT TO WORK IN THE UK** |  |
| Do you have the legal right to work in the UK? | Yes  No |
| Do you need a work permit to work in the UK? | Yes  No |
| If yes, please give the date your current work permit expires? | |
| You will be required to present original and valid evidence of eligibility to work in the UK at interview. | |

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| **7 ADDITIONAL INFORMATION** |
| **Disabilities**  The Governing Body of Caroline Chisholm School encourages people with disabilities to apply for employment.  If you have a disability (as defined by the Disability Discrimination Act) and meet the essential critera for the post you will receive an interview.  Please tick here if you have a disability  You do not have to declare a disability, but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us.  In relation to any disability, would you require special facilities or assistance at interview?  Yes  No  If you have answered yes, please give details below:    How did you find out about this vacancy? |
| **8 RESTRICTIONS** |
| Certain restrictions apply to the appointment of persons at this school who are related to or have a close relationship with existing members of staff.  Are you related to or do you have a close relationship with any employee or Governor at this school?  Yes  No  *If you have answered yes please give full details below:* |

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| **9 DECLARATION OF INTEREST / CODE OF CONDUCT** | |
| Employees must not allow personal and/or private interests to influence their conduct as employees.  In particular, all applicants (and existing employees) are required to inform the Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.  **Important: Even if you have nothing to declare, please indicate this by writing “None” in the space below.** (Should you require more space to write, please continue on a separate sheet of paper) | |
| Signed | Date |
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| **10 CRIMINAL CONVICTIONS** | | |
| This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Disclosure in accordance with the requirements of the Disclosure and Barring Service and the Police Act 1997.  Do you have any convictions, 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)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf). In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action by the Governing Body and possible referral to the Police. | | |
| Yes | No | |
| If yes, please attach details in a sealed envelope marked confidential with your name and post applied for on the front of the sealed envelope and hand this in with your application form or bring this with you to interview.  The amendments to the Exceptions 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.  I will provide the information requested on the Disclosure and Barring Service form to be sent to me and understand that the provisionally selected candidate for such posts will be required to apply for an enhanced Disclosure. Any information received will be reviewed using DBS Vetting and Barring Guidance in order to establish whether the information is relevant to the responsibilities of the post. | | |
| Signed | | Date |
| **11 APPLICATION LETTER** | | |
| Please attach a letter of application telling us how you match the person specification for the post and your experience to date. If you have particular skills which you feel will add to our school’s development we will be interested to hear about them. | | |

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| **12 REFERENCES** |

References may be requested prior to shortlisting for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. **If the employment was within a school, referee A must be the Head Teacher.** We reserve the right to ask you for further referees or contact previous employers if necessary.

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| A REFEREE DETAILS | B REFEREE DETAILS |
| Name: [Referee A Name] | Name: [Referee B Name] |
| Position in organisation: Headteacher/Principal  (if applicable) | Position in organisation:  (if applicable) |
| Relationship to Applicant: N/A | Relationship to Applicant: |
| Address:  [Existing School Name] [Existing Employer Street] [Existing Employer City] [Existing Employer County] | Address:  [Referee B Organisation]  [Referee B Street]  [Referee B City]  [Referee B County] |
| Postcode: [Existing Employer Postal Code] | Postcode: [Referee B Postal Code] |
| Email: [Referee A Email] | Email: [Referee B Email] |
| Telephone Number: [Referee A Telephone] | Telephone Number: [Referee B Telephone] |
| Name by which you were known to your referee(s) if different from now: | |

Safer Recruitment in Education Guidance advises it is best practice to obtain references for shortlisted candidates prior to interview.

May we contact your present employer if you are shortlisted? Yes  No

If you have indicated **NO** above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

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| **13 DECLARATION** |

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Governing Body shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any Governor or employee of the school in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

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| Print Name: [First Name] [Last Name]  Signature: *(Required on appointment)* | | Date: |
| **OFFICE USE ONLY** | | |
| If successfully shortlisted you will be asked to bring to interview some form of photo ID as detailed below. Please do not fill in this section (For office use only). | | |
| Photographic ID provided:  Passport  Driving License  *Date:*  *Signed* | *Print Name* | |