**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 electronically or in* ***Black Ink*** *in BLOCK CAPITALS.*

Please complete all sections of Part 1 and Part 2 of the application form. Please note that providing false information will result in the application being rejected or withdrawal of any offer of appointment, 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. CVs are not accepted.

|  |  |
| --- | --- |
| Vacancy Job Title |  |

**PART 1: INFORMATION FOR SHORTLISTING**

|  |  |  |  |
| --- | --- | --- | --- |
| Initials |  | Surname |  |

**1. Letter of Application**

Please enclose a letter of application. Please refer to the Application Pack which may include instructions on how to complete the letter of application.

**2. Current or most recent employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of current employer: |  | | |
| Address of establishment: |  | | |
| Telephone number: |  | | |
| Job Title: Please enclose a copy of the job description if possible |  | | |
| Start Date (dd/mm/yyyy): |  | Date appointed to position  (dd/mm/yyyy): |  |
| Contract basis (Full time/Part time/Acting/Supply): |  | | |
| Reason for Leaving |  | | |
| Date free to take up appointment: |  | | |

|  |  |
| --- | --- |
| FOR EDUCATION EMPLOYMENT: Current scale, point and allowance |  |
| FOR NON-EDUCATION EMPLOYMENT: Current Salary |  |
| Main duties of post: |  |

**3. Education and Qualifications**

Please give details of your education and any qualifications obtained in chronological order with the most recent first (continue in Section 10 if necessary). This should include any qualifications which you are 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 at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

|  |  |  |
| --- | --- | --- |
| Institute/University/ College/Secondary School | Qualifications and Grades Achieved | Date Awarded (dd/mm/yyyy) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Previous Employment**

Full Time or Part Time employment from the age of 18 years. Start with your most recent employment (continue in Section 10 if necessary). List all paid employment and voluntary work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title or Position | Name and address of employer | Brief Description of Role  (with subject for Teaching Posts) | Dates (dd/mm/yyyy) | | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**5. Employment Gaps**

Please provide explanations for any gaps or periods not in employment, training or education since leaving secondary school (continue in Section 9 if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of gap | Continued Professional Development Details  (if applicable) | Dates (dd/mm/yyyy) | |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6. Internal Workplace Courses and Additional Achievement**

Please include courses attended in the last 3 years, including short courses and seminars (continue in Section 9 if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Training Programme/Course | Awarding Body | Dates (dd/mm/yyyy) | |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**7. References**

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. In the case of serving Headteachers this may be the Director of Children’s Services, Chair of Governors or Trustees. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee No 1**  **(Current or most recent Employment)** | | **Referee No 2** | |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Relationship to Applicant: |  | Relationship to Applicant: |  |
| Address: |  | Address: |  |
| Post Code: |  | Post Code: |  |
| Tel No: |  | Tel No: |  |
| E-Mail: |  | E-Mail: |  |

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

Please indicate whether you give your consent for references to be requested before interview, by deleting as applicable below:

**Reference 1: YES / NO Reference 2: YES / NO**

**8. Advertisement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Where did you see this post advertised? (enter X in box for all that apply) | | | | | |
| Huxlow Website |  | Teach Northamptonshire |  | Agency |  |
| TES |  | Linked In |  | Facebook |  |
| Local Press |  | Radio |  | Other (Please specify) |  |
| Twitter |  | Job Centre |  |

**9. Additional Information**

|  |
| --- |
| Please use this space to add any additional information from previous sections of this form. |
|  |

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**PART 2**

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.

|  |  |
| --- | --- |
| Surname or family name |  |
| All forenames |  |
| Title |  |
| Current address |  |
| Postcode |  |
| Home telephone number |  |
| Mobile telephone number |  |
| Email address |  |
| TEACHERS ONLY:  DfE reference number |  |
| Do you have a current full driving licence? | Delete as applicable: YES / NO |
| Do you require sponsorship (previously a work permit)? | Delete as applicable: YES / NO  If YES please provide details under separate cover. |

**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 any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. 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 are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

If you are invited to interview you will be required to disclose your criminal record on an “Invitation to Interview” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. 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 for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

**Prohibition from Teaching**

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**

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. 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. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

**Notes**

1. 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”.
2. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
3. 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.
4. This organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

**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 13 above, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
| --- | --- |
| **Signature of Applicant:** |  |
| **Print Name:** |  |
| **Date:** |  |

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**PART 3: EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ethnic group** | **Workforce census code** | | **Please tick** |  | **Sexual orientation** | **Please tick** |
| White | WBRI | British English Welsh Northern Irish Scottish |  |  | Bi-sexual |  |
| WIRI | Irish |  |  | Gay |  |
| OOTH | Irish Traveller |  |  | Lesbian |  |
| OOTH | Gypsy |  |  | Heterosexual |  |
| WOTH | Other White background |  |  | Other |  |
| Mixed | MWBC | White and Black Caribbean |  |  | Prefer not to say |  |
| MWBA | White and Black African |  |  |  |  |
| MWAS | White and Asian |  |  | **Gender** | **Please tick** |
| MOTH | Other Mixed background |  |  | Female |  |
| Asian or Asian British | AIND | Indian |  |  | Male |  |
| APKN | Pakistani |  |  | Transgender |  |
| ABAN | Bangladeshi |  |  | Prefer not to say |  |
| CHNE | Chinese |  |  |  |  |
| AOTH | Other Asian background |  |  | **Personal relationship** | **Please tick** |
| Black or Black British | BCRB | Caribbean |  |  | Single |  |
| BAFR | African |  |  | Living together |  |
| BOTH | Other Black background |  |  | Married |  |
| Other ethnic group | OOTH | Arab |  |  | Civil Partnership |  |
|  | Write in: |  |  | Prefer not to say |  |
| Prefer not to say | REFU |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Religion** | **Please tick** |  | **Disability**  Do you consider that you have a  disability? | **Please tick** |
| No religion |  |  |
| Christian (including Church of England, Catholic, |  |  | Yes - Please complete grid below |  |
| Protestant and all other Christian denominations) |  |  | No |  |
| Buddhist |  |  | Prefer not to say |  |
| Hindu |  |  |  |  |
| Jewish |  |  | **Disability**  My disability is: | **Please**  **tick** |
| Muslim |  |  |
| Sikh |  |  | Physical Impairment |  |
| Any other religion (Write in) |  |  | Sensory Impairment |  |
| Prefer not to say |  |  | Mental Health Condition |  |
|  |  |  | Learning Disability/ Difficulty |  |
|  |  |  | Long standing illness |  |
|  |  |  | Other |  |
|  |  |  | Prefer not to say |  |