



Guidance Notes

Please complete this section with your name and contact details.

The address should be your registered address of where you live now. If you would like any correspondence to go to a different address from where you live you should provide us with this address in your letter of application.

“Appleby Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

Application for Employment

Post for which **you** are applying:

Where did you see the post advertised?

Your contact details and personal information

Title:

Forename:

Surname:

Have you been known by a different name or changed your name by Deed Poll?

Yes: ☐ No: ☐ (If yes, please provide details below):

Address:

County:

Postcode:

Telephone Number:

Mobile Number:

Email Address:

Canvassing directly or indirectly will automatically disqualify you from the recruitment process.

All applicants are required to complete this section.

Amendments to the Rehabilitation of Offenders Act 1974 (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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website A DBS check is required for all posts at Appleby Grammar School.

Appleby Grammar School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. Under the Equality Act 2010, a person has a disability if they have physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

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Relationship

If, to the best of your knowledge, you are related to any governor or employee of Appleby Grammar School, please provide us with the name and your relationship to such person:

Rehabilitation of Offenders Act 1974

If you are shortlisted for interview, we will require you to declare any convictions/formal police 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) on a separate form and returned prior to interview.

Do you consider yourself to be disabled under the Equality Act 2010?

Yes ☐

No ☐

(If, yes, please list below any reasonable adjustments you would request - continue on a separate sheet if necessary)

During the interview process:

In carrying out the role for which you are applying:

All applicants must complete this section giving details of your current or most recent employer and previous employment leaving no gaps in employment unaccounted for. Indication of time off for a career break, for caring responsibilities, for study, travel or absences from work owing to a disability will not prejudice your application.

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Your employment history

Name and address of current or most recent employer:

Job Title:

Date from:

Date to:

Salary (including any TLRs if applicable):

Length of notice required:

Reason for leaving:

Description of duties:

All applicants must complete this section giving details of your current or most recent employer and previous employment leaving no gaps in employment unaccounted for. Indication of time off for a career break, for caring responsibilities, for study, travel or absences from work owing to a disability will not prejudice your application.

Continue on a separate sheet of paper if necessary.

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Your previous employment (continued)

Name of employer:

Job title:

Date from:

Date to:

Salary (including any TLRs if applicable):

Reason for leaving:

Description of duties:

Name of employer:

Job title:

Date from:

Date to:

Salary (including any TLRs if applicable):

Reason for leaving:

Description of duties:

Statement of application:

In support of your application, please attach a statement giving your reasons for applying for this post. Include any information which you consider relevant to this application, addressing the key areas in the person specification.

Please complete this section if you hold any professional memberships which are relevant to the post for which you are applying.

External applicants must provide details of two referees. One must be your current or most recent employer and the other may be a previous employer or a character reference. Where possible the two referees must be from separate sources and not the same organisation or employer.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation. If successful in your application references will be requested so please ensure you have the referee's permission to provide their details on your application form.

Internal applicants who have more than a years service with Appleby Grammar School need only provide one referee whom they have know for a year or more. This cannot be your line manager where they are part of the interview panel for the post for which you are applying.

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References

Name of referee:

Job Title:

Address / contact details of referee:

Telephone:

Email:

Relationship to referee:

How long have you known them for?

Employment or character reference?

Name of referee:

Job Title:

Address / contact details of referee:

Telephone:

Email:

Relationship to referee:

How long have you known them for?

Employment or character reference?

All applications are required to complete this section. The Asylum and Immigration Act 1996 makes it a criminal offence for Appleby Grammar School to employ any persons who do not have the right to live and work in the United Kingdom.

All British citizens must complete the passport details and national insurance details. If you are a non-British citizen but have the right to live and work in the United Kingdom please ensure you complete the sections on work permits and / or visas and national insurance number (if applicable).

If successful in your application you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment.

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Your professional membership details

Professional body:

Membership number:

Date attained:

Teaching applications only

Date gained Qualified Teacher Status:

Probation induction completed:

DfE number:

Right to work in the UK

Passport number:

Passport issuing country:

Passport issue date:

Passport expiry date:

Visa expiry date:

Visa issued date:

Visa reference:

Work permit expiry date:

Work permit number:

Residency permit expiry date:

Residency permit number:

National insurance number:

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Qualifications

Making reference to the person specification, please use the space below to tell us about the qualifications you hold or are working towards which are related to the post for which you are applying:

Establishment	Date qualification attained	Examining Body	Subject	Grade

Please provide details in this section of any qualifications or certificates you hold or are working towards that are relevant to the post for which you are applying. Refer to the person specification in your recruitment pack to check what qualifications are essential or desirable to carry out the role for which you are applying. Please ensure all parts of this section are completed. Please continue on a separate sheet if necessary.

If successful in your application you will be required to provide original documentation of qualifications.

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All applicants must ensure they sign the declaration to certify that the information provided on the application is correct and that they have read and understood the conditions of their application.

Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the process.

Any applications received where the declaration has not been signed will be returned to the applicant.

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Declaration

To the best of my knowledge I declare that the information contained in this application form is accurate and correct and that I am not barred from working with children or subject to sanctions imposed by a regulatory body.

I understand and agree that:

1. The provision of false information may result in disqualification from the recruitment process or termination of employment.
2. The information provided on this application may be stored and processed by Appleby Grammar School for a period of six months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.
3. Where I cannot provide evidence of qualifications and / suitable references the offer of employment may be rescinded and / or employment terminated.
4. Canvassing of governors or staff, directly or indirectly for any appointment will disqualify my application.
5. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) failure to disclose any convictions, cautions or reprimands which are not ‘protected’, will result in non-appointment or disciplinary action and potential dismissal. .
6. I hereby agree to a disclosure being made by the Disclosure & Barring Service about the existence and content of a criminal record spent or otherwise.
7. Should I be short-listed I will be required to provide documentary evidence of my right to live and work in the United Kingdom (see guidance notes).
8. All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks that may be made.
9. We do not acknowledge receipt of application forms unless accompanied by a stamped, addressed envelope.

Signature:

Date: