

For office use:

# 

# Application Form for Employment

**(Teaching and Support Staff)**

Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’. Please note CVs will only be considered when accompanied by a completed application form.

**Application for the post of Position Ref No**

|  |  |
| --- | --- |
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|  |  |  |
| --- | --- | --- |
| First Name: | | Title: |
| Surname: | | |
| Address: | | |
|  | | |
| Post code: | Tel no: | |
| Mobile no: | Email Address: | |
| NI Number: |  | |

## How would you like us to contact you about your application? Email Post

|  |  |
| --- | --- |
| Working in the UK |  |
| Are you eligible to work in the UK/EEA? | Yes No |
| Do you require a work permit to work in the UK? | Yes No |

**Teachers only**

Teaching Ref No Date of qualification

Have you completed an induction year Yes No

as a Newly Qualified Teacher?

## Employment History

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

|  |  |
| --- | --- |
| Name of Current/Last Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Period of Notice: | Reason for leaving: |
| Brief description of responsibilities: | |

**Previous Employment**

|  |  |
| --- | --- |
| Name of Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
|  |  |
|  |  |

## Qualifications and Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Education** |  |  |  |  |
| **Name of School/ College** | **From** | **To** | **Qualification** | **Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

###### Training and Development

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University/Other** | **From** | **To** | **Qualification/Grade obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Memberships/Qualifications**

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

|  |  |
| --- | --- |
| **Name of Professional Body** | **Qualification/Membership and Date** |
|  |  |
|  |  |
|  |  |
|  |  |

**Supporting Statement and Achievements**

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

|  |
| --- |
|  |

## Referees

## Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information.

|  |  |
| --- | --- |
| **Referee One: This referee must either be your current or previous employer**  If you are invited for interview may we approach this referee without further reference to you?  Yes No  Name:  Job title:  Email:  Address:        Post Code:  Relationship to you:  Telephone #: | **Referee Two:**  If you are invited for interview may we approach this referee without further reference to you?  Yes No  Name:  Job title:  Email:  Address:        Post Code:  Relationship to you:  Telephone #: |

The School may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the School does this, it will act in accordance with its data protection and equal opportunities obligations.

**Disability**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

Do you have a disability you wish us to know about at this stage? Yes No

If yes, please let us know what access requirements you may have

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**Declaration**

Are you related to, or have a close personal relationship with any current employee or School Governor?

Yes No

If yes, please state their name and the position they hold:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**Data Protection**

The School processes personal, special category data and criminal records data in accordance with our data protection policy in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

**I authorise Colville School to check the information supplied and hold all such information in both paper and electronic formats.**

If you are successful in your application you will be asked to sign this declaration

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workforce Monitoring**

Application Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In line with the Codes of Practice issued by the Equality & Human Rights Commission and as required by the Audit Commission, it will be appreciated if you will complete this section of the application form, which will be separated from the rest of the form before shortlist selection takes place.

You can be assured that this information will be treated in confidence and will not be available to shortlisting officers or interviewers.

1. **Gender**

Would you describe yourself as?

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Prefer not to say |  |

Is your gender identity the same as the gender you were assigned at birth?

Yes ☐ No ☐

1. **Age**

|  |  |
| --- | --- |
| Under 25 |  |
| 25-34 |  |
| 35-44 |  |
| 45-54 |  |
| 55-64 |  |
| 65 and over |  |
| Prefer not to say |  |

1. **Sexual Orientation**

Would you describe yourself as?

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Gay woman/lesbian |  |
| Heterosexual/straight |  |
| Prefer not to say |  |

1. **What is your Ethnic Group?**

How would you describe yourself?

|  |  |
| --- | --- |
| **Asian or Asian British** | |
| Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Any other Asian background (please write in box) |  |
| **Black or Black British** | |
| African |  |
| Caribbean |  |
| Any other Black background (please write in box) |  |
| **Chinese or another ethnic group** | |
| Chinese |  |
| Any other ethnic background (please write in box) |  |
| **Mixed heritage** | |
| White and Asian |  |
| White and Black African |  |
| White and Black Caribbean |  |
| Any other mixed background (please write in box) |  |
| **White** | |
| British |  |
| English |  |
| Irish |  |
| Scottish |  |
| Welsh |  |
| Any other white background (please write in box) |  |
| Prefer not to say |  |

1. **Religion or Belief**

The list below includes those religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. This list is not exhaustive; if your religion is not listed then we ask you not to take offence as none was intended.

Please tick the box that best describes your religion or belief:

|  |  |
| --- | --- |
| Buddhism |  |
| Christianity |  |
| Hinduism |  |
| Judaism |  |
| Sikhism |  |
| Other religion or belief (please specify) |  |
| No religion |  |
| Prefer not to say |  |

1. **Disability**

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Don't know |  |
| Used to have a disability but have now recovered |  |
| Prefer not to say |  |

**Declaration of Offences**

**Before completing this form, please read the following notes carefully.**

It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school is also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) stipulates that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

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).

 Yes           No

If the answer is yes, please provide full details below:

|  |  |  |
| --- | --- | --- |
| Details of offence(s) | Place and date of Judgement(s) | Sentences(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.

Name (Please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidance Notes**

**How to complete your application**

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| --- |
| The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.  **What are selection criteria**  Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.  **Working in the UK**  Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.  **Current or most recent employment**  We need you to provide us with you complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.  References will be taken up for short-listed candidates.  **Qualifications & Training**  Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents. |

|  |
| --- |
| **Supporting statement and achievements**  This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.  Give examples of what you have done which prove your ability. If the person specification says, ‘able to organise activities’, you must do more than say, ‘I am an organised person’. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.  You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.  **Declaration of Criminal Offences**  Please read this carefully before completion.  The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.  More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).  **Declaration**  We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.  Please make sure you read and sign/positively tick the declaration.  **Monitoring**  This School has an Equal Opportunity in Employment policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes. |

**Checklist**

**Before you submit your application, please check that you have:**

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|  |  |
| --- | --- |
| Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job |  |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to |  |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience |  |
| Attached additional information if you have run out of space |  |
| Kept a copy of your completed application form and Job Description and Person Specification |  |
| Made sure that your application form will be received by the closing date  ***NB if you are sending your form in the post, please ensure that you attach the right amount of postage*** |  |

|  |
| --- |
| **What happens next?** |
| Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted |

|  |
| --- |
| **Please post your completed application form to:** |
| **Andrew Hastings**  **Colville C P School**  **Colville Road**  **Cherry Hinton**  **Cambridge, CB1 9EJ** |