# CONFIDENTIAL

#### Job Application Form

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in HR. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV.

|  |
| --- |
| Data Protection Act Information from this form will be processed in accordance with the Data Protection Act. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Ivy Bank Primary School in accordance with the Act**.** |

|  |  |
| --- | --- |
| **Title of job applied for** | |
| Title of job applied for: | | Ref: |

|  |
| --- |
| Personal Details |
| Mr/Mrs/Miss/Ms/Dr | | First Names: | Known as: |
| Surname:       NI Number: | | | |
| Previous Surname(s): | | | |
| Address: | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| Post Code: | | | |

|  |
| --- |
| Telephone Numbers |
| Home: | | Work: |
| Mobile: | | E-mail address: |
| May we contact you at work? Yes  No  How can we contact you? Telephone / E-mail / Mobile | | |

**Where did you first see the advertisement for this job? If a newspaper, please state which one.**

|  |
| --- |
| References |
| Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.  **Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.** | | | | |
| Present/most recent employer\* | | | Previous employer/other | |
| Organisation: | | | Organisation: | |
| Name: | | | Name: | |
| Role in Organisation: | | | Occupation: | |
| Address: | | | Address: | |
|  | | |  | |
|  | | |  | |
|  | | |  | |
| Postcode: | | | Postcode: | |
| Phone No: | | | Phone No: | |
| E-mail: | | | E-mail: | |
| Preferred method of communication:  Letter  E-mail  Letter  E-mail | | | | |
| In what capacity does the referee know you? | | | In what capacity does the referee know you? | |
| * Employer/former employer * Colleague/former colleague or manager but the reference is given on a personal basis * Personal | |  | * Employer/former employer * Colleague/former colleague or manager but the reference is given on a personal basis * Personal |  |
| If the referee knows you by a different name please state: | | | | |
| \* If you have not had previous employment, please provide details of another referee.  A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. However, if this job is working within Children's Services all references will be taken up prior to interview.  Please do not contact my present/most recent employer | | | | |



# CONFIDENTIAL

#### Job Application Form

CVs will only be accepted in place of pages 3, 4, 5 and 6 if the information requested in these sections is covered. Please write the reference number at the top of your CV. You should not include the equal opportunities information on your CV.

|  |  |
| --- | --- |
| Title of job applied for: | **Ref:** |

|  |
| --- |
| Name: |

|  |
| --- |
| **Current/Most Recent Appointment** |
| Title of current Job: | | Start Date: |
| Current Employer: | | Salary Range: |
| Employer Address: | | Current Salary: £ |
| Permanent or temporary contract: | | Notice Required: |

|  |
| --- |
| **Main Responsibilities** |
|  | |

|  |
| --- |
| Job related training |
| Brief details and dates of any training courses attended, excluding further education. | |

|  |
| --- |
| Current memberships of institutions/professional bodies |
| Please state level of membership, i.e. Graduate, Fellow, and membership number. | |

|  |
| --- |
| **Employment History** |
| (Most recent first)  Name of Employer, type of Business and job title | | Dates | Duties and reason for leaving |

|  |
| --- |
| Relationship to employees |
| If you have any personal relationship to any employee of Ivy Bank Primary School please give their name and relationship. This does not stop an employee giving a reference. (Any approach to employees to influence a selection decision will disqualify you). If Employee: Name  Relationship | |

|  |
| --- |
| Education and training |
| Please give details of schools and colleges attended from age eleven, including part-time education and other courses. | | | |
| Secondary education  (name and town of school) | Dates  from / to | Qualifications gained or for which you are studying | Grade attained |
| Education and training after school (name and town of college/university) |  |  |  |

|  |
| --- |
| **Other Information** |
| Additional skills e.g. languages sign language, keyboard skills.    Do you have a valid driving licence? Yes  No  If yes, please state type of licence  Does your licence have any endorsements or penalty points? Yes  No  If yes, please give details | |

|  |
| --- |
| **Supporting Information** |
| Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. | |
| If you require more space please attach a separate sheet. | |

|  |
| --- |
| Activities and interests away from work which may be relevant to the job applied for. |

**DIVERSITY**

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

|  |
| --- |
| **The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**  **Gender:** Male  Female  **Marital Status:** Married  Civil Partnership  Single  **Date of Birth**:       **Age**:  Please indicate your ethnic origin  **White: Mixed: Asian**  White British  Mixed White/Black Caribbean  Indian  White Irish  Mixed White/Black African  Pakistani  Any other White  Mixed White/Asian  Bangladeshi  Other Mixed  Other Asian  **Black or Black British: Other:**  Black Caribbean  Chinese  Black African  Gypsy/Traveller  Other Black  Other  **Nationality** ( Please State)  How would you define your sexual orientation?  Bisexual  Gay  Heterosexual  Lesbian  Prefer not to say  What is your religious belief?  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  No religion  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say |

|  |
| --- |
| **Disability:** The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.    **Do you consider yourself to have a disability? Yes  No** |

|  |
| --- |
| Disclosure and Barring Service Check Successful applicants will be required to apply for an enhanced Disclosure and Barring Service Check (DBS).  Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.  Further information about the Disclosure process can be found at www.disclosure.gov.u |
| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal. Signed Date |

**Ivy Bank Primary School has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.**