

Application Form

Post Reference Number:

Applicant's Reference Number:

Post Applying For:



Ryhope Infant School Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Incomplete application forms, such as full dates or details which are missing, will not be considered and supplementary CVs are not accepted as part of the recruitment process.

Equal Opportunities and Monitoring

The information requested in Part A of this form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The information requested in Part C, is used for checking convictions, and will not be seen by the shortlisting panel but will be seen by the interview panel if you are invited to interview. Part B is separated when we receive your application form, and given to the recruitment panel for shortlisting. This is done to reduce the possibility of unfair and unlawful discrimination.

PART A

Personal Details	
First Name/s	Title
Surname/Last Name	NI Number
All Previous Names	
Address	
	Post Code
Telephone No. (Home or mobile)	
Telephone No. (Work) - if convenient	
e-mail address	

Equal Opportunities Monitoring

Gender: Male Female Transgender Prefer not to say

Date of birth:

Disability

For the purpose of the Equality Act 2010 a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability, long standing illness or infirmity? Yes No

Ethnic Origin/ Religious Belief/ Faith/Relationship Status/ Sexual Orientation

Please tick one of the boxes below to best describe your ethnic origin, religious belief/faith, relationship status and sexual orientation. Please note that United Kingdom citizens can belong to any of the categories shown.

White

- British
 Irish
 Any other white background

Please write in:

Black or Black British

- Caribbean
 African
 Any other black background

Please write in:

Chinese or other ethnic group

- Chinese
 Gypsy/Roma/Traveller
 Any other ethnic group

Please write in:

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Please write in:

Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Please write in:

Religious Belief/Faith

- Christianity
 Hinduism
 Islam
 Judaism
 Sikhism
 Buddhism
 No Religion
 Prefer not to say

Please write in:

Relationship Status:

- Divorced/dissolved civil partnership
 Married/In a civil partnership
 Single
 Widow/Widower
 Prefer not to say

Sexual Orientation

- Heterosexual
 Gay
 Lesbian
 Bisexual
 Prefer not to say

Are you responsible for caring for anyone?

- I am not responsible for caring for anyone
 I care for children/a child
 I care for another relative

Any other person please write in:

Do you have the right to work in the UK?

Have you lived or worked outside of the UK in the last 5 years: Yes No

If yes, please provide details:

Where did you see this job advertised?

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PART B

Post Title: (same as first page)

Present Job

Employer's Name & Address:

Job Title:

Salary/Wage:

Date Commenced:

To whom do you report: (Job Title)

What staff (if any) report to you

Period of notice required:

Brief outline of duties

Previous Employers (most recent first)

Please account for any gaps in your education or employment history

Employer and Job Title including employer address	Date of Employment		Reason for Leaving
	From	To	

Post Reference Number:

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**Relevant Educational, Vocational, Professional Qualifications or Training Courses
(most recent first)**

Date Achieved	Educational Establishment or Course Provider (inc. Name & Address)	Qualification	Grade

References

Please supply the names and contact details of **two referees** who can comment on your suitability for this position. One should be your current or most recent employer. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.

Reference 1

Name:
Organisation:
Position:
Relationship to you:
Address:

Email:

Tel:

Reference 2

Name:
Organisation:
Position:
Relationship to you:
Address:

Email:

Tel:

Please note that we will contact the above referees if you are shortlisted for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

Post Reference Number:

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How you meet the essential requirements

Please state clearly how you meet all of the essential requirements listed on the Person Specification. Please see the attached Information to Candidate sheets for advice on how best to complete this section

Please continue on a separate sheet if necessary.

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Applicant's Reference Number:

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Absence from Work/Education

How many days sickness absence from work or education have you had in the last two years?

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Disability - Reasonable Adjustments

Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? If yes, please give details

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Declaration of Relationship

If you have any relationship with any Member, Trustee or employee of the Academy, please state the name(s) and nature of the relationship(s).

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Declaration

I confirm that all of the information given on this application form is correct and complete.

Signed:		Date:	
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Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Note: If you return this form via email you are indicating your intention to comply with the above declaration. You may be required to sign the declaration if you are subsequently invited to interview.

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PART C

Confidential Information

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, because it involves access to children. 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 considered. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection at <https://www.gov.uk/government/collections/dbs-filtering-guidance>.

If you are successful in this recruitment process, the Academy will then obtain a disclosure from the Disclosure and Barring Service (DBS) about you, irrespective of whether you tick Yes or No. This will be discussed with you at the time. The DBS uses a 'filtering' process which will identify and remove protected convictions and cautions so that they are no longer disclosed on a DBS certificate (DBS check). The information gained will be used by the school to check your suitability for the post. This form will not be used for shortlisting however, it will be made available to the interview panel if you are shortlisted.

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 yes, please use the space below to provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence. Please continue on another sheet if necessary.

I confirm that the information that I have given in this box is true, correct, complete and up-to-date.

Signed

Date

Please list any name other than the one you are currently using, that you have ever been known by (please include any maiden names).

Note: If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview.

Note: Should you fail to disclose any relevant information, as detailed above, and the Disclosure and Barring Service (DBS) information confirms that you have any prosecution pending, or that you have been convicted at a Court, or cautioned by the Police for any criminal offence, or that there are any other matters causing the school to reasonably conclude that you may be unsuitable for the post, then you will be disqualified from appointment. If already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.