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**Job Application Form**

The school is committed to safeguarding, promoting the welfare of children and young people/vulnerable adults and creating a culture of vigilance and expects all staff and volunteers to share this commitment and vigilance. Please note that a prohibition from teaching check will be completed for all applicants of teaching roles who may undertake teaching work.

In line with Keeping Children Safe in Education, online searches will be carried out on all shortlisted candidates.

This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so you should ensure it is accurately completed with **NO** gaps, and that you have clearly demonstrated how you meet the requirements of the role.

This form must be received prior to the specified closing date and is available in other formats on request. For queries about the role, your application or to submit this form, please contact [recruitment@exhallgrange.co.uk](mailto:recruitment@exhallgrange.co.uk) in the first instance.

As an employer we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

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| Vacancy Details | | | |
| Job Title | Enter Position Applying For | | |
| Campaign No. | Reference Number on Advert | | |
| Where did you first hear / read about this job? | Please select one of the following | | |
| Do you wish to apply for the position on a part-time or job-share basis? | | Yes | No |

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| Personal Details | | |
| Surname(s) | Enter Surname | |
| Forename(s) | Enter Forename(s) | |
| Title | Enter Title | |
| NI Number | Enter National Insurance Number | |
| Home Address | Enter Home Address | |
| Mobile Telephone No. | Enter Mobile Telephone Number | |
| Email Address | Enter Email Address for Contact | |
| **Teaching Staff Only** | Teacher Reference Number (DfES) | Enter Teacher Number |

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| Employment History | | | |
| **Have you lived or worked outside of the UK in the last 5 years?** | | | |
| Yes  No  If you have lived or worked outside the UK in the last 5 years, there may be additional information that we require as part of our safer recruitment process. | | | |
| **Current employment status** | | | |
| Employed  Unemployed | | | |
| **Are you eligible to work in the UK?** | | | |
| Yes  No | | | |
| **Do you require a permit to work?** | | | |
| Yes  No | | | |
| **Are you intending to hold additional jobs?** | | | |
| Yes  No  If you have answered Yes, please state below the number of hours you will be working in other jobs. This information is required to ensure we comply with the Working Time Regulations.  Enter number of additional hours worked per week. | | | |
| Provide details of your employment history, starting with your most recent/current employer and working back. Please provide a FULL history accounting for any gaps and if necessary, continue on a separate sheet. | | | |
| Employer | Enter Name of Employer | | |
| Job Title | Enter Job Title | | |
| Start Date | Enter Start Date | End Date | Enter End Date |
| Reason for Leaving | Enter Reason for Leaving | | |
| Address of employer | Enter Employers Address | | |
| Brief details of duties and responsibilities | Enter brief details | | |
| Employer | Enter Name of Employer | | |
| Job Title | Enter Job Title | | |
| Start Date | Enter Start Date | End Date | Enter End Date |
| Reason for Leaving | Enter Reason for Leaving | | |
| Address of employer | Enter Employers Address | | |
| Brief details of duties and responsibilities | Enter brief details | | |
| Employer | Enter Name of Employer | | |
| Job Title | Enter Job Title | | |
| Start Date | Enter Start Date | End Date | Enter End Date |
| Reason for Leaving | Enter Reason for Leaving | | |
| Address of employer | Enter Employers Address | | |
| Brief details of duties and responsibilities | Enter brief details | | |
| Employer | Enter Name of Employer | | |
| Job Title | Enter Job Title | | |
| Start Date | Enter Start Date | End Date | Enter End Date |
| Reason for Leaving | Enter Reason for Leaving | | |
| Address of employer | Enter Employers Address | | |
| Brief details of duties and responsibilities | Enter brief details | | |

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| Education | | | |
| Provide details of your education history, starting with your most recent/current experience and working back to your secondary education.  Please provide a FULL history accounting for any gaps and if necessary, continue on a separate sheet.  **Please Note:** If you are shortlisted for interview, you will be required to provide original documents as proof of qualifications. | | | |
| Establishment | Enter Name of College/University. | | |
| Start Date | Enter Start Date | End Date | Enter End Date |
| Education Type (e.g. Degree and result) | Enter Level of Qualification and Result | | |
| Establishment | Enter Name of College/University. | | |
| Start Date | Enter Start Date | End Date | Enter End Date |
| Education Type (e.g. Degree and result) | Enter Level of Qualification and Result | | |
| Establishment | Enter Name of College/University. | | |
| Start Date | Enter Start Date | End Date | Enter End Date |
| Education Type (e.g. Degree and result) | Enter Level of Qualification and Result | | |
| Establishment | Enter Name of College/University. | | |
| Start Date | Enter Start Date | End Date | Enter End Date |
| Education Type (e.g. Degree and result) | Enter Level of Qualification and Result | | |

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| Qualifications / Training | | | |
| Provide details of your qualifications. Continue on a separate sheet if necessary. | | | |
| **Type / Level** | **Subject** | **Date Obtained** | **Result** |
| Type / Level | Subject | Date | Result |
| Type / Level | Subject | Date | Result |
| Type / Level | Subject | Date | Result |
| Type / Level | Subject | Date | Result |
| Type / Level | Subject | Date | Result |
| Type / Level | Subject | Date | Result |

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| References | |
| Please list two professional references, one of whom must be your current or most recent employer. Family members and friends may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes. If you current or last employer is not from post where you have worked with children, your second reference will need to be a contact from your last appointment/placement in that environment, unless you have not worked in such an environment. If you have worked in an education environment the referee would need to be the Headteacher/Principal. | |
| **Can we take up references without contacting you beforehand?** | |
| Yes  No | |
| **Reference One** | |
| Surname(s) | Enter Surname |
| Forename(s) | Enter Forename |
| Title | Enter Title |
| Job Title | Enter Job Title |
| Company | Enter Company Name |
| Address | Enter Employers Address |
| Telephone No. | Enter Telephone Number |
| Relationship to you | Enter Relationship |
| Email Address | Enter Email Address (please ensure this is correct) |
| **Reference Two** | |
| Surname(s) | Enter Surname |
| Forename(s) | Enter Forename |
| Title | Enter Title |
| Job Title | Enter Job Title |
| Company | Enter Company Name |
| Address | Enter Employers Address |
| Telephone No. | Enter Telephone Number |
| Relationship to you | Enter Relationship |
| Email Address | Enter Email Address (please ensure this is correct) |

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| **Application Questions** |
| Provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary/community work. You may find it helpful to address each of the criteria in turn. Continue on a separate sheet if necessary. |
| Enter how your experience/qualifications meet the requirements of the Job Description/Person Specification |

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| **Additional Questions** | | |
| We positively encourage applications from disabled people who have the necessary skills and experience for the job. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require for interview and / or to help you in this job. | | |
| Do you consider yourself disabled? | Yes | No |
| Do you require reasonable adjustments for your interview? | Yes | No |
| If YES, provide details.  Enter details of reasonable adjustments required to attend an interview | | |
| Are you related to, or have a personal relationship with a Councillor, Governor or Employee of the School or Warwickshire County Council?  (Failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice) | Yes | No |
| If YES, provide details.  Enter details of any relationships you need to disclose | | |
| Are you related to any pupils at the school? | Yes | No |
| If YES, provide name(s) and relationship to you.  Enter names of pupils and relationship to you | | |

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| Provide details of any membership you have with any organisation that may be relevant to the job you are applying for.  Enter details of any organisation/Professional Body membership |

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| **Safeguarding** |
| This school is committed to safeguarding, promoting the welfare of children and young people/ vulnerable adults and creating a culture of vigilance and expects all staff and volunteers to share this commitment and vigilance.  A prohibition from teaching check will be completed for all applicants of teaching roles who may undertake teaching work.  In line with Keeping Children Safe in Education, online checks will be conducted on all shortlisted candidates.  **Disclosure and Barring Scheme Check and Rehabilitation of Offenders**  The School is legally obliged to process an enhanced Disclosure and Barring Service (DBS) check for child and adultwork force before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Positions at the school are exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).  The School will use the DBS check to ensure that we comply with Regulations.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations. |

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| **Declaration** |
| 1. I certify that to the best of my knowledge, the information given on this form is correct and true. 2. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children. 3. I understand that the information I have provided may be subject to checking. 4. I have not canvassed an employee of the school or a Governor, either directly or indirectly in connection with this application and I will not do so. 5. I can produce the original documents of my qualifications and eligibility to work in the UK, in accordance with the Immigration and Asylum and Nationality Act 2006. 6. By signing this application I agree to provide such evidence when requested. |

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| Signature \* |  | Date | Select Date |

* a signature is not required if this form is emailed from your given email address, but you will be asked to sign a copy of the application form if you are shortlisted for interview.