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| **Details of Post Applied For:** | | | | |
| Name of School: | |  | | |
| Position Applied For: | |  | | |
| Job Reference Number: | |  | | |
| **Personal Details:** | | | | |
| Title: |  | | Last Name: |  |
| First Name: |  | | Middle Name: |  |
| Address: | |  | | |
| Contact Number: | |  | | |
| Email Address: | |  | | |
| National Insurance No: | |  | | |
| Are you eligible to work in the United Kingdom? | |  | | |

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| **Education and Training:** | | | |
| **(a) Secondary and Further Education - Qualifications** | | | |
| GCE ‘O’ level/GCSE (or equivalent) | English | Grade | Date |
| Maths | Grade | Date |
| Science | Grade | Date |
| Other |  |  |
| GCE ‘A’ level / Vocational Qualifications / Others | Subject | Grade | Date |
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| **(b) Higher Education** | | | | |
| Name of Higher Education institution | | | From | To |
|  | | |  |  |
| Degree/diploma | Full/Part time | Subjects | Degree class | Award date |
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| **Membership of Professional bodies** (where applicable): | | | |
| Name of professional body: |  | Membership status: |  |
| Member number: |  | Renewal date: |  |

**Please confirm your employment details starting with your most recent employment.**

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| **Most recent employment:** | | | | | | | |
| Title of post: | |  | | | | | |
| From: |  | | To: | |  | | |
| Responsibilities and achievements: | |  | | | | | |
| Employer Name: | |  | | | | | |
| Employer address details: | |  | | | | | |
| Name of local authority (if applicable): | |  | | | | | |
| Salary: | |  | | | | | |
| Notice period: | |  | | | | | |
| Reason for Leaving: | |  | | | | | |
| **Employment History**  Please provide details of your complete employment history, other than your most recent job listed above. If you have had any breaks in employment (for example period of unemployment, study, raising a family or temporary, voluntary or community work) please give full details of these periods. | | | | | | | |
| Name and address of employer | | Job title and main duties | | Period From | | Period To | Reason for leaving |
|  | |  | |  | |  |  |
| **Supporting statement:**  Please outline any experience, knowledge or skills you have, in addition to your employment history that would support your application. Please refer to the job description/person specification for the post when completing this section. | | | | | | | |
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| Interview arrangements and availability |
| Are there any dates when you will not be available for interview? |

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| When can you start working for us? |

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| **Referees** | |
| If you are selected for an interview we will obtain references which may cover a full five-year history, they could include time spent in education.  Your first referee must be your current or last employer if you have one. Students should give names of lecturers/tutors as appropriate.  Please give below the name of an additional referee who is familiar with your recent work in a professional capacity, relatives will not be accepted as a referee.  If offered the position, in addition to information on ability and performance, we will be seeking information on recent sickness. | |
| Full name and address of your current/most recent employer | Full name and address of additional referee |
| What is this person’s relationship to you? | What is this person’s relationship to you? |
| Telephone number | Telephone number |
| Email | Email |
| Can we ask this person for a reference  Straightaway? Yes □ No □ | Can we ask this person for a reference  Straightaway? Yes □ No □ |
| If NO, when can we ask them? | If NO, when can we ask them? |

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| **PROTECTION OF CHILDREN (Rehabilitation of Offenders Act 1974)** | | |
| **We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All our posts are subject to a satisfactory Disclosure and Barring Service (DBS) check.**  The job for which you are applying has substantial opportunity for access to children. Your employment is therefore exempt from the Rehabilitation of Offenders Act 1974. You will be required to complete a Disclosure and Barring Check (DBS).  If you are shortlisted, you will be required to give details of any convictions or pending prosecutions you have, even if they would otherwise be regarded as ‘spent’ under this Act.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. | | |
| **KEEPING CHILDREN SAFE IN EDUCATION – DISQUALIFICATION REQUIREMENTS**  **If you are applying for a post which requires you to work or manage in any setting where there are children from birth to 5 years or children in a childcare setting including breakfast or after school’s club for children up to 8 years you are required to complete this section.**  **DISQUALIFICATION**  Have you ever been cautioned or convicted of a serious offence against children or adults? Yes □ No □  Have you ever had registration refused or cancelled in relation to childcare or children’s homes or been disqualified from private fostering? Yes □ No □  Are you subject to an Order, direction or similar in respect of childcare, including an Order made in respect of your own children? Yes □ No □  **DISQUALIFICATION BY ASSOCIATION**  Do you live in the same household where a person who is disqualified lives or works? Yes □ No □  If you have answered yes to any of the above questions have you applied for a waiver? Yes □ No □  Have you been granted a waiver? Yes □ No □  Note: If you have been granted a waiver you will be required to provide evidence of this. | | |
| **Declaration of relationships:** | | |
| Are you related to or have a close personal relationship with any elected member or senior officer of the Local authority, County Council or Group Board or a member of staff or governor of the appointing establishment? | |  |
| If yes, please provide his/her name and role, and state your relationship: | |  |
| **Equality Act 2010:**  The Equality Act 2010 protects people with disabilities from unlawful discrimination. If you tell us that you have a disability we will make reasonable adjustments to your working environment and to your work arrangements and practices, if it is reasonable for us to do so. | | |
| Do you consider yourself to have a disability? |  | |
| If yes, please describe your disability: |  | |
| If you are invited to an interview and you believe that we should make reasonable adjustments for you please describe what will be required: |  | |
| **Declaration of information:** | | |
| I declare that the information I have given on this form and any other accompanying documents is correct.  I understand that any omissions or false or misleading information provided on this form could result in my appointment being rejected or, in the event of employment, may result in disciplinary action being taken up to and including summary dismissal. It could also result in a referral to the police.  I understand my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.  Applicant signature:  Date: | | |