

APPLICATION FORM

If you need a copy of this form in large print, Braille, another language, or in audio format, please contact us to advise.

Application for the Post of:		Job Ref number:	
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Personal Information

First Name(s):		Last Name:	
Previous Name(s): (if applicable)		National Insurance Number	
Current Address:			
Time at this address:			
Email address:		Home Telephone Number:	
Mobile Telephone Number:		Work Telephone Number:	

*To be completed if the job requires driving or requires you to be mobile across sites/geographical area.

Do you have a full current driving licence?	Yes ☐	No ☐
Do you have daily use of a vehicle?	Yes ☐	No ☐
Do you have any penalty points on your licence?	Yes ☐	No ☐
If yes, please further information (specify the number of points, reason, and date issued)		

The organisation welcomes applications from disabled people. Do you require any adjustments because of a disability to participate in the selection and interview process?

How did you find out about this job?	
Are you applying on a Job Share basis?	Yes ☐ No ☐
If so, please state the proportion of full-time you are willing to work:	

Employment History

Present or Most Recent Employment

Job Title:			
Start Date (mm/yy):		End date (mm/yy): (if applicable)	
Employer's name, address and telephone number:			
Grade/Salary:		Allowances: (please specify)	
Notice required:		Reason for leaving:	

Please provide a brief description of the duties and achievements of the post:

Previous Employment

Beginning with the most recent, all periods since leaving school including education, employment and voluntary work. All periods should be accounted for so all gaps in employment are explained e.g. unemployment, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Job Title	Employer's Name, Address & Telephone Number	Start Date (mm/yy)	End Date (mm/yy)	Salary	Duties & achievements	Reason for Leaving

Job Title	Employer's Name, Address & Telephone Number	Start Date (mm/yy)	End Date (mm/yy)	Salary	Duties & achievements	Reason for Leaving

Qualified Teacher Information

*To be completed for Teacher positions only

Date Qualified Teacher Status gained:			
Teacher Registration number:			
If you qualified after 7th May 1999, have you completed your induction year?	Yes ☐	No ☐	If yes, give date:

*For Trainees only

Have you passed your skill tests?	Numeracy ☐	Literacy ☐	ICT ☐
If not, when do you expect to complete them?			

Successful applicants will be required to provide evidence of their registration with the Teacher Regulation Agency

Professional Qualifications

Name of Professional Association	Professional Qualifications/ Membership & Date Obtained	By Award or Examination including awarding body

Education History

Name of School/College	Dates attended To and from (mm/yy)	Qualification/ subject	Awarding Body	Grade /Level	Date Gained

Please give details of all nationally recognised qualifications awarded / results awaited, from GCE Advanced Level to Further Degree Level or their equivalents in chronological order.

Name of School/College	Dates attended To and from (mm/yy)	Qualification	Awarding Body	Grade /Level	Date Gained

Copies of essential qualifications will be required on appointment.

Training / Continuing Professional Development

Please list any relevant course or training you have attended in the last five years, starting with the most recent. If applying for a headship, please include details regarding NPQH.
Please continue on a separate sheet if necessary.

Title of Course	Organising Body	Awards (if any)	Date of Attendance

Supporting Information

Please provide supporting information for your application, in particular any experience, skills, personal qualities, and knowledge relevant to your suitability for the post applied for and how you meet the Person Specification. Please continue on a separate sheet if necessary but must be no more than 2 sides of A4 in not less than 11 font.

References

One reference should relate, if applicable, to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. If you have recently left full-time education, please ensure you include a Headteacher/College/University Principal as one of your references.

1st Referee

Name and Address:			
Telephone Number:		Capacity Known:	
Email Address:			

2nd Referee

Name and Address:			
Telephone Number:		Capacity Known:	
Email Address:			

Teaching roles: Please note your referees will be contacted should you be shortlisted for interview. The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

Support Staff roles only: Do you consent to your first referee being contacted if are shortlisted for interview:

Yes ☐ No ☐

Please note your second referee will be contacted if you are shortlisted for interview and your first reference will be sought should you be made a conditional offer of employment. The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

Right to Work

Immigration, Asylum and Nationality Act 2006

All shortlisted applicants will be required to provide original material evidence of their Right to Work in the UK. With reference to the accompanying Guidance Notes, please confirm that you are able to provide the appropriate documents or online immigration status.

Yes ☐ No ☐

Declarations

Please note if you are shortlisted you will be asked to complete a Self Disclosure Form to self-disclose any criminal history. You will be required to submit a fully completed and signed form prior to interview.

This post involves working in a school and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment, unless the information received is considered to make you unsuitable. In making such a

decision, consideration will be given to the nature of the offence, when it occurred, your age at the time and any other relevant

factors. Failure to disclose may result in withdrawal from any job offer or result in summary dismissal if the discrepancy is discovered at a later date.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

To your knowledge are you related to a member of staff, or Governor of the School?

Yes ☐ No ☐

If yes, please state their name and position held:

The information given in this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purposes of personnel management. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and/or electronically and if unsuccessful, your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the School, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate.

I further understand that failure to disclose any relationship with a member/officer of the School or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment, I may be liable to dismissal without notice.

I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:

Date: