



INTERNAL USE  
ONLY

Reference No.

Date Received

# Employment Application Form

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title

## PART 1: INFORMATION FOR SHORTLISTING AND INTERVIEWING

Initials

Surname or Family name

### 2. LETTER OF APPLICATION. Please enclose a letter of application.

*Please refer to the applicant information pack which may include instructions on completion of the letter of application.*

### 3. PRESENT / LAST APPOINTMENT: IF TEACHING

Name, address and telephone number of school			
1. Type of school		Age range:	Number on Roll:
Job title <i>Please enclose a copy of your current job description</i>			
Subjects/age groups taught			
Date appointed to current post			
Current salary			
Date available to begin new job			

### 4. PRESENT / LAST APPOINTMENT: IF NON-TEACHING

Name address and telephone number of employer			
Job title <i>Please enclose a copy of your current job description</i>			
Date appointed to current post			
Current salary			
Date available to begin new job			

## 5. FULL CHRONOLOGICAL HISTORY

Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates		Reason for leaving
				From (Mth/Yr)	To (Mth/Yr)	
1						
2						
3						
4						
5						
6						
7						
8						

Please enclose a continuation sheet if necessary



6. SECONDARY EDUCATION & QUALIFICATIONS

Name of School/College	From	To	Qualifications Gained with Date

7. HIGHER EDUCATION

Names and Addresses of University or College and/or University Education Department	Dates		F/T or P/T	Courses/subjects taken and Passed	Date of Examination and Qualifications Obtained	Age Groups for which Trained
	From	To				

8. PROFESSIONAL COURSES ATTENDED AS A TEACHER

Please list relevant courses attended in the past 3 years.

Subject	Organising Body	Date(s)	Duration

9. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

**Supporting Statement**

**Please mention any specific skills or experience that meets the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary, maximum word count 1500).**

## 10. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent Head Teacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

### First referee

<b>Title and Name</b>	
<b>Address and postcode</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	

### Second referee

<b>Title and Name</b>	
<b>Address and postcode</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Job Title</b>	
<b>Relationship to applicant</b>	

**THIS PAGE IS INTENTIONALLY BLANK**



**PART 2**

Internal Reference No:

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 15 to 19 and question 14 if relevant to the job.

**11. PERSONAL INFORMATION**

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of birth	
11. Email address	
12. DfE reference number	
13. National Insurance Number	
14. Do you have a current full driving licence? <i>Please circle.</i>	Yes      No
15. Did you qualify as a teacher after May 1999? <i>Please circle.</i>	Yes      No  If Yes, in which school was induction completed?
16. Have you ever been subject to a child protection investigation by your employer or any other organisation? <i>Please circle.</i>	Yes      No  If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.
17. Do you require sponsorship (previously a work permit)?	Yes      No  If YES please provide details under separate cover.
18. Are you related to or have a close personal relationship with any pupil, employee, or governor?	Yes      No  If YES give details separately under confidential cover. This will not be opened unless you are called to interview.
19. NQTs ONLY: Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i>	Numeracy Literacy
20. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes      No  If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

## **12. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

If you are shortlisted you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Under the Criminal Justice & Courts Services Act 2000.

## **13. DATA PROTECTION ACT 1998**

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

## **14. NOTES**

- a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

## **15. DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

<b>Signature of Applicant:</b>		<b>Print Name:</b>		<b>Date:</b>	
--------------------------------	--	--------------------	--	--------------	--

**THIS PAGE IS INTENTIONALLY BLANK**

### PART 3: EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic Group	Workforce Census Code	Please tick
<b>White</b>	WBRI British English Welsh Northern Irish Scottish	
	WIRI Irish	
	OOTH Irish Traveller	
	OOTH Gypsy	
	WOTH Other White background	
<b>Mixed</b>	MWBC White and Black Caribbean	
	MWBA White and Black African	
	MWAS White and Asian	
	MOTH Other Mixed background	
<b>Asian or Asian British</b>	AIND Indian	
	APKN Pakistani	
	ABAN Bangladeshi	
	CHNE Chinese	
	AOTH Other Asian background	
<b>Black or Black British</b>	BCRB Caribbean	
	BAFR African	
	BOTH Other Black background	
<b>Other ethnic group</b>	OOTH Arab	
	Write in:	
<b>Prefer not to say</b>	REFU	

Disability	Please tick
Do you consider that you have a disability?	
Yes (Please complete the grid below)	
No	
Prefer not to say	
<b>If yes, my disability is:</b>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Religion	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (write in)	
Prefer not to say	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Sexual Orientation	Please tick
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Personal Relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	