

# Application for Post Confidential



Post Title	
School Name	
<p>This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.</p> <p>Please ensure you complete <b>ALL</b> sections of the application form. Your application will be treated in the strictest confidence.</p>	

## Part 1: Personal Details

Name:		Previous Surname	
Address:		Alternative Address:	
Telephone – Home:		Mobile:	
Work:		Email:	
Teacher Reference No: (if applicable)			
National Insurance No:			

## Disclosure of relationship

Are you related to any elected member of the Council, a Senior Officer of the Council a member of the School Governing Body or member of school staff? (If YES, please provide details)

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## How did you become aware of this vacancy?

Media	Date	Reference

## Part 2: Competency

<b>Further / Higher Education and Training</b>	
<b><u>Original</u> documentation of qualifications will be required prior to an appointment.</b> (Continue on a separate sheet if necessary, giving page number and title heading)	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	

## Secondary Education

Please give details of your secondary education, including qualifications received. (Continue on a separate sheet if necessary, giving page number and title heading)

Secondary School			
Dates of Study			
Qualifications	Exam	Date	Result / Grade

## In-Service Training and Development

Please give details of relevant courses and training undertaken in the last five years.

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## Employment History

Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps. (Continue on a separate sheet if necessary, giving page number and title heading)

When giving details of school employment please include the age range, approximate school roll number and school type i.e

Employer	
Role	
Employment Dates	
Salary upon leaving	
Reason for leaving	
Roles and responsibilities	
Employer	
Role	
Employment Dates	
Salary upon leaving	
Reason for leaving	
Roles and responsibilities	
Employer	
Role	
Employment Dates	
Salary upon leaving	
Reason for leaving	
Roles and responsibilities	

### **Time not accounted for**

Please give details of any time you have not accounted for below.

### **Other Skills and interests**

Please include languages (spoken / written), computers, etc. Please provide details of any community or voluntary work experience.

### **Reason for Application**

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the personal specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities. (Continue on a separate sheet if necessary, giving page number and title heading)

## References

Please indicate two people who can provide references - one of whom should be your present/most recent employer. Students should include their University/College tutor. References will be taken up before an offer of employment is made and may be taken up prior to interview.

Where you are currently working in a school / academy one reference should be from your current Headteacher. Where you are not currently working in a school or childcare setting but have done so in the past, one reference should be from your most recent children's workforce referee.

The school reserves the right to request alternative referees where felt appropriate to fulfill safer recruitment requirements.

Please tick here to confirm you are happy for references to be requested prior to interview:   
(If NO, please provide details)

Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	
Occupation		Occupation	

## Criminal Record

**You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.**

Any appointment will therefore be dependent upon the completion of a satisfactory Disclosure and Barring Service (DBS) Check.

Please note it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

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.

You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration.

Your self-disclosure declaration will only be viewed by the recruiting manager if you are shortlisted for interview.

## Right to Work in the U.K

All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (If YES, please provide details)

If you are successful in your application, would you require a work permit prior to taking up employment?

**Yes**

**No**

## General

### Health Declaration

Successful candidates will be asked to complete a pre-employment health assessment prior to commencing work.

## Data Protection Statement

I hereby give my consent for the school or organisation to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, the county council, payroll providers, the DBS, the police and other third parties as defined by the General Data Protection Regulations and Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation.

# Application for Post



## Declaration

By submitting this form, I declare that the information is complete and accurate, and I understand that any offer of employment is subject to satisfactory completion of the applicable pre-employment checks. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

**Signed:**

**Date:**



## Equal Opportunities Monitoring

Applicants Name	
Post Title	
<p>We are striving to create a working environment and culture that recognises and values people's differences. We will only do this by attracting, recruiting and retaining the most creative and talented people who reflect all sections of our community. To understand if we are achieving this, it is important that you complete this monitoring form. The information you give is confidentially managed and is not seen by recruiting managers. If you decide not to complete some or all of the form, we will record that your choice is to 'not declare'.</p>	

<b>Ethnic Origin</b> (These are approved by the commission for Racial Equality)			
Ethnic Origin	Gender	Age Range	Religion / Belief
<b>Disability</b> Applicants from disabled people are welcome and disabled applicants who meet the minimum Criteria and guaranteed an interview. We want to ensure that disabled people are considered on an equal basis by providing appropriate access and equipment. To help us do this, please answer the following questions:			
<b>Do you consider yourself to be disabled?</b>			
(if YES, is there anything you would like to tell us about your disability?)			
Do you wish to arrange for any of the following to be available, if you are called for interview?	Accessible car parking	<input type="checkbox"/>	
	Assistance in and out of a vehicle	<input type="checkbox"/>	
	Wheelchair access	<input type="checkbox"/>	
	Accessible toilet	<input type="checkbox"/>	
	Someone with you at interview (i.e. advocate or facilitator)	<input type="checkbox"/>	
	Sign language interpreter (please state type in the box above)	<input type="checkbox"/>	
	Induction loop or other hearing enhancement	<input type="checkbox"/>	
	Keyboard for written tests	<input type="checkbox"/>	

You should return this completed form in an envelope marked 'Confidential – FAO School's Diversity Officer' along with your completed application form.

The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities at your interview. Thank you for providing this information.