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| **Section 1 – Contact Details** |
| First Name(s): | Last Name: |
| Previous Surname(s):  | Title:  |
| Home Address: | Home telephone number:  |
| Mobile telephone number:  |
| Email:  |
|  | If currently employed may we contact you at work?  Yes □ No □ |
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** Application** **for** **Employment** (non-teaching)
at Mayplace Primary School
(a Primary First Trust school)

PLEASE COMPLETE IN BLACK INK

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| **Section 2 – Employment Record** |
| Present or Most Recent Employer |
| Employer’s Name and Address: | Date Employed From: Date Employed To:  |
| Position Held:  |
| Notice Required:  |
| Annual Salary:  |
| Reason for Leaving: |
| Brief Description of Duties: |



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| Previous Employers (please list all previous employers from leaving school, most recent first) |
| Employer’s Name and Address | Position(s) held | DatesFrom/To | Reason for Leaving/breaks in employment |
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| Employment Gaps  |
| Please provide further details below | Date(s) |
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| Overseas  |
| Have you lived or worked abroad? Yes □ No □If Yes, please provide further details below with dates | Date(s) |
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| **Section 3 – Education / Qualifications** |
| Education |
| Name of School, College, University or Institute | Date Awarded | Qualifications and/or Certificates (including subjects & grades) |
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| Details of any Membership(s) of Professional Associations/Bodies |
| Membership Details | Date awarded |
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| Education Qualification(s) Currently Being Pursued |
| Name of College, University or Institute | Expected completion | Qualification being undertaken (including subjects) |
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| Training (any relevant work courses, including organisation, dates and subjects covered) |
| Course Title and Subjects Covered | Date and Duration | Training Organisation  |
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| Driving Licence (please only answer this question if driving is a requirement of the post, detailed in the person specification) |
| Do you hold a current, clean, valid driving licence? Yes □ No □Please give details if you have answered ‘No’ to the above question:  |
| Do you own or have use of a car? Yes □ No □ |



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| **Section 4 – Relevant Experience and Skills** |
| Please indicate how you satisfy the criteria set out in the Person Specification by giving specific examples of where you have demonstrated the skills required from your personal and work experience (paid or unpaid), education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary. |
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| **Section 5** **– References** (References will be taken up if you are short listed prior to interview.) |
| Current/Most Recent Employer  | Previous Employer |
| Name:  | Name:  |
| Job Title:  | Job Title:  |
| Address:  | Address:  |
| Tel:  | Tel:  |
| E-mail:  | E-mail:  |
| Fax: | Fax: |
| May this referee be contacted if you are shortlisted? Yes □ No □ | May this referee be contacted if you are shortlisted? Yes □ No □ |

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| **Section 6** **– Rehabilitation of Offenders Act**: Declaration of Criminal Offences |
| Before completing this section please read the guidance notes carefully. Having a criminal record will not necessarily prevent you from gaining employment.This post is also subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service. |
| Do you have any warnings, offences, convictions, cautions, bindovers, or are you currently undergoing criminal investigation? | Yes □ No □ |
| If yes please give details of conviction(s) and date(s).  |



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| **Section 7 – Dismissal or Disciplinary Action** |
| Before completing this section please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment with The Primary First Trust.  |
| Have you ever been a subject of disciplinary or capability procedures or been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet. | Yes □No □ |

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| **Section 8 – Asylum and immigration Act 1996** |
| Do you require a work permit to work in the UK? Yes □ No □ |
| Please give your National Insurance Number: |

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| **Section 9 – Declaring an Interest** |
| Please give details if you are related to or have a personal relationship with a Director/Member of the Board or Employee of The Primary First Trust; if you have any financial interest in contracts with The Primary Trust or pending tenders: |
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| **Section 10 – Additional Information / Special Arrangements** |
| Dates and times when not available for interview: |
| Any other relevant additional information: |



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| **Section 11 – Data Protection Declaration** |
| Under the terms of the Data Protection Act 1998 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring the Primary First Trust’s policies and procedures and human resource management purposes.If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and / or to defend The Primary First Trust against a legal challenge to the fairness of the selection process from any interested party.The Primary First Trust is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.I understand the information above and hereby 1. Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal from The Primary First Trust’s service.
2. Agree that the information I give The Primary First Trust in connection with this application for employment may be stored and processed for the purposes stated above.
3. Consent to The Primary First Trust undertaking any checks it may deem necessary in connection with my application.
4. Agree to The Primary First Trust asking my previous employers questions regarding my disciplinary record and give my consent for my previous employers to disclose this information.
5. Understand that canvassing of Elected Members directly or indirectly in connection with any appointment shall disqualify me.
 |
| Signed:  | Date:  |
| For Posts involving working with children or vulnerable adults the following declaration must also be completed:I confirm I am not on the Children’s Barred List, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body (including but not limited to) the General Teaching Council for England (GTCE), prior to abolition in April 2012, or by the Department for Education or General Social Care Council (GSCC). I understand that the provision of false information may possibly result in referral to the police.Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please confirm if you are happy for us to keep your details on our system for the next six months for future reference. Yes □ No □ |



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| **Recruitment Monitoring Form** |  |  |

The Primary First Trust is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Diversity Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored.

This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.

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| **Section 12 – Personal Details** |
| **A. Sex** | □ Male | □ Female |
| **B. Age** | Date of Birth:  | Age:  |
| **C. Ethnic Group** | **a. White** | **b. Mixed** |
| □ British | □ White and Black Caribbean |
| □ Irish | □ White and Black African |
| □ Any other White background Please give details: | □ White and Asian |
| □ Any other Mixed background Please give details: |
| **c. Asian or Asian British** | **d. Black or Black British** |
| □ Indian | □ Caribbean |
| □ Pakistani | □ African |
| □ Bangladeshi | □ Any other Black background Please give details: |
| □ Any other Asian background Please give details: |
|
| **e. Chinese or other ethnic group** |
| □ Chinese |
| □ Any other, please give details: |
| **D. Nationality:** |   |
| **E. Religion** | □ Christian | □ Muslim |
| □ Hindu | □ Sikh |
| □ Jewish | □ None |
| □ Jehovah Witness | □ Any other religion |
| □ Buddhist |



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| **Section 13 – Disability** |
| Do you consider yourself to have a disability? Yes □ No □ |
| Please state the type of disability you have:  |  |
| Please give details of any reasonable adjustments you may require: |  |

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| **Section 14 – Advertising Monitoring** |
| How did you find out about this vacancy?Please list which publication or internet site: |

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| I understand that the Data Protection Declaration in Section 11 applies to this monitoring form as well as the main application form. |
| Signed: |  |  | Date: |  |  |
|  |

Thank you for completing this application form, please see advertisement for return address and contact details.



**Guidance Notes for Applicants Completing the Application**

 **General Information**

The following information is designed to help you complete the application form as effectively as possible. Please read the information pack paying particular attention to the job description and person specification.

You may enclose a CV, however, you must still fully complete and return the application form and recruitment monitoring form.

 **Section 1 - Contact Details**

Please complete this section fully.

 **Section 2 - Employment Record**

Please complete this section in date order, beginning with your most recent teaching job and listing all teaching roles undertaken since leaving school / college. You must include all previous employment.

Please continue with this section on a separate sheet if necessary.

Present/Most Recent

As a generic form for all teaching posts, this section is for teachers who are currently employed. However, if your application is for a NQT post, it would be useful if you could provide information regarding your last teaching placement or any supply work

Sections Entitled Superannuation, Other Employment & Experience

Please complete if applicable.

 **Section 3 - Education / Qualifications**

Please complete this section as fully as possible, we will require evidence of your highest and / or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

 **Section 4 - Relevant Experience & Skills**

This is the most important section and must be completed fully.

During the short-listing process your teaching skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school/college environment, etc…

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

 **Section 5 - References**

All offers of appointment depend on receiving satisfactory references. You must give two referees that have had managerial / supervisory responsibility for you, one of whom must be your Head teacher with your current / most recent school.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

NQTs – Please ensure that references include a tutor or lecturer from your teaching college and a reference from a mentor from one of your school placements, if appropriate.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

We reserve the right to ask for substitute referees, if one of the references you have provided is not deemed to be suitable.

For certain posts we reserve the right to contact any previous employer for a reference at any time. The information pack will explain whether the post you are applying for falls in this category.

We will specifically enquire if disciplinary action has ever been taken or was pending. If you are currently working with children, either on paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired” and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

* the third party has consented for it to be released

or

* + your right to know this information and its source outweighs the right to privacy of the third party.

 **Section 6 - Declaration of Criminal Offences**

This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of an Exception Order. You must therefore give details of all convictions or cautions or bind-overs you have, including those regarded as “spent” or any court case pending.

 **Section 7 - Dismissal or Disciplinary Action**

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

 **Section 8 - Asylum & Immigration Act 1996 - Eligibility to Work**

Please complete this section fully, relevant documentation will be checked for the successful candidate.

 **Section 9 - Declaring an Interest**

Failure to disclose an interest will disqualify you from being appointed to a post with The Primary First Trust.

 **Section 10 - Additional Information / Special Arrangements**

Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

 **Section 11 - Declaration**

Please read this section carefully before signing your application form.

Failure to sign this part of the form will disqualify you from being appointed to a post with The Primary First Trust.

 **Section 12 - Personal Details**

In order to make sure that The Primary First Trust’s policy on Valuing Diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and will not be used for selection purposes.

 **Section 13 - Disability**

The Primary First Trust is committed to ensuring that employees who have a disability are given every possible assistance in the workplace.



If you answer YES to the question asking if you have a disability or medical condition and require any special arrangements at interview, please add these to Section 11. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

 **Section 14 - Advertising Monitoring**

This information is required to ensure that The Primary First Trust can monitor the effectiveness of its recruitment advertising.

 **Checklist**

* Read through your completed application form carefully making sure you have fully answered all the questions.
* If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
* Keep a copy of your application form for reference.
* Make sure you return the application form in plenty of time before the closing date.

 **What Happens Next**

Your completed application form will be used to decide whether or not you are selected for interview.

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form.

If you have any queries, then please refer to the advertisement for contact details.

