Application for Employment

**DATA PROTECTION NOTICE**

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| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations |  |
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**VACANCY INFORMATION**

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| --- | --- | --- | --- |
| Job Applied for: |  | Job Reference no: |  |
| School: |  | Closing date: |  |
| Where did you find out about this job, for example give the name of the newspaper, magazine, website, etc.  **PERSONAL DETAILS**   |  |  | | --- | --- | | First name |  | | Surname |  | | Preferred title |  | | Previous surnames (include dates from/to) |  | | If you prefer to be called by a name other than the one listed above, please specify |  | | National Insurance number |  | | Address and postcode: | |  | | Previous address including period lived there, if you have lived at your current address for less than 5 years: | |  | | Contact number | |  | | Email address | |  | | | | |

**DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

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| The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts, to include a barred list check.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  It is an offence to seek employment in regulated activity if you are on a barred list. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |  |

**TIME SPENT LIVING AND/OR WORKING OVERSEAS**

If you’ve lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We’ll base the decision on whether this is necessary on individual circumstances, and factors such as the length of time you’ve spent in or out of the UK

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Have you spent time living and/or working outside of the UK?  ☐ Yes  ☐ No  If yes, please give details, including which countries and all relevant dates (from/to):  **RIGHT TO WORK IN THE UK**  Do you have the right to work in the UK?  ☐ Yes  ☐ No  **DECLARATION**  (I can confirm that the information above is correct)   |  |  | | --- | --- | | Name: (please print) |  | | Signature: |  | | Date: |  | |  |

**EMPLOYMENT HISTORY** (Please use extra sheets if necessary)

**Current employer details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer/School name and address: | | Brief description of duties  (give type of school and number on roll if applicable) | |
| Date from: |  | Salary: |  |
| Position held: |  | | |
| Reason for leaving: |  | | |

**Previous employment**

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. **List the most recent employment first.**

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| --- | --- | --- | --- | --- |
| Employer/School name and address: | | Brief description of duties  (give type of school and number on roll if applicable) | | |
| Date from: |  | | Date to: |  |
| Position held: |  | | | |
| Reason for leaving: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/School name and address: | | Brief description of duties  (give type of school and number on roll if applicable) | | |
| Date from: |  | | Date to: |  |
| Position held: |  | | | |
| Reason for leaving: |  | | | |

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| --- | --- | --- | --- | --- |
| Employer/School name and address: | | Brief description of duties  (give type of school and number on roll if applicable) | | |
| Date from: |  | | Date to: |  |
| Position held: |  | | | |
| Reason for leaving: |  | | | |

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| --- | --- | --- | --- | --- |
| Employer/School name and address: | | Brief description of duties  (give type of school and number on roll if applicable) | | |
| Date from: |  | | Date to: |  |
| Position held: |  | | | |
| Reason for leaving: |  | | | |

**RELATIONSHIP TO THE SCHOOL**

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| --- | --- | --- |
| Please list any personal relationships that exist between you and any of the following members of the school community:   * Governors/trustees * Staff * Students   If you have a relationship with a governor, trustee, local governor or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| Name | Relationship | Role at school |
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**EDUCATION AND TRAINING** (please use extra sheets if needed, certificates will be examined)

**Education**

Please provide details of your education from secondary school onwards.

You’ll be required to produce evidence of qualifications.

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| --- | --- | --- | --- |
| Name of School/college/university | Qualification | | Dates attended |
| Subject | Qualification gained |
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**Training and professional development**

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

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| Course dates | Length of course | Course Title | Qualification (if appropriate) |
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**TEACHER STATUS (for teaching positions only)**

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| Teacher reference number |  |
| Do you have QTS? |  |
| QTS certificate number (where applicable) |  |
| Date of qualification |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |  |
| Are you subject to a General Teaching Council sanction or restriction? |  |

**REFERENCES**

Please give the names of 2 people who are able to comment on your suitability for this post. One **must** be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

The school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| --- | --- |
| **Referee 1** | |
| Name: |  |
| Position: |  |
| Telephone number: |  |
| E-mail address: |  |
| Type of reference (please indicate): Employer  Personal  Academic | |

|  |  |
| --- | --- |
| **Referee 2** | |
| Name: |  |
| Position: |  |
| Telephone number: |  |
| E-mail address: |  |
| Type of reference (please indicate): Employer  Personal  Academic | |

Please provide details of a 3rd referee if the aforementioned do not cover the past 5 years’ employment.

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| --- | --- |
| **Referee 3** | |
| Name: |  |
| Position: |  |
| Telephone number: |  |
| E-mail address: |  |
| Type of reference (please indicate): Employer  Personal  Academic | |

If any of your referees know you by a different name, please state:

If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐

**INFORMATION IN SUPPORT OF APPLICATION** (please use extra sheets if needed)

Please include in this section:

* The reason you are applying for this post
* Any information not already mentioned which you consider relevant
* How you meet the requirements of the person specification (if supplied)

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**EQUALITIES MONITORING**

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information will not be used during the selection process. It will be used for monitoring purposes only.

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| Equalities monitoring information | | | |
| What is your date of birth? | |  | |
| What is your sex? | | ☐ Male  ☐ Female | |
| What gender are you? | | ☐ Male  ☐ Female  ☐ Other  ☐ Prefer not to say | |
| Do you identify as the gender you were assigned at birth? | | ☐ Yes  ☐ No  ☐ Prefer not to say | |
| How would you describe your ethnic origin? | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background |
| Which of the following best describes your sexual orientation? | | | |
| ☐ Bisexual  ☐ Heterosexual/straight  ☐ Homosexual | | ☐ Other  ☐ Prefer not to say | |
| What is your religion or belief? | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say |
| Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | |
| If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’. | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | |