

Application Form



Post Applying For:

Closing Date:

Applicants Reference Number:

(Office use only)

Ryhope Infant School Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please use the provided job description and person specification to assist with completion of the application form. All sections must be completed. Your application will only be considered if you complete all relevant sections of the form. CVs will not be considered.

Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 2018. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by appropriate third parties in accordance with the Act.

Equal Opportunities and Monitoring

Ryhope Infant School Academy will afford equal opportunity in all aspects of employment, irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

Please complete ALL sections. Sections 1 -6 of the application form will be used to shortlist candidates for interview.

1. PERSONAL DETAILS

Title by which you wish to be referred: (Mr / Mrs / Miss / Ms / Other / No title)		Surname:	
First name(s):			
All Previous Names:			
Date of Birth:		NI Number:	
Address:			
Home Telephone No.:		Mobile no.:	
Work Telephone No.: (if convenient)			
E-mail address:			

2. PRESENT OR LAST EMPLOYER

Name and address of employer:		Name and address of establishment where employed (if different):	
Job Title:			
Present Salary/Grade:		Date appointed:	
Hours worked per week:			
To whom do you report: (Job Title)		What staff (if any) report to you:	
Brief outline of duties (including responsibility, age range and subjects taught)			

3. PREVIOUS EMPLOYMENT

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer and address:	Job Title:	Salary:	Full or part-time (if part-time, give hours):	Employment dates:		Reason for Leaving:
				From:	To:	

4. EDUCATION, TRAINING & QUALIFICATIONS

Please start with the most recent. (Please continue on separate sheet if necessary)

Secondary School / College / University	Date of study:		Qualifications gained (state level):	Grade / class of degree:	Date of qualification:
	From:	To:			

OTHER RELEVANT TRAINING COURSES ATTENDED

Organising Body:	Course title:	Length of course:

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body:	Type of membership:	Date obtained:

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please state clearly how you meet all of the essential requirements listed on the Person Specification including details of any relevant experience, skills or knowledge to support your application.

Be concise but make sure that you cover ALL the essential points of the person/employee specification.

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

6. REFEREES

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Academy reserves the right to approach any previous employer or manager.

Please note:

If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

Referee 1		Referee 2	
Name:		Name:	
Organisation:		Organisation:	
Position:		Position:	
Relationship to you:		Relationship to you:	
Address:		Address:	
Tel:		Tel:	
Email:		Email:	
How long known?		How long known?	

7. PROTECTION OF CHILDREN

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), because it involves access 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, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If you are successful in this recruitment process, the Academy will obtain a disclosure from the Disclosure and Barring Service (DBS) about you, irrespective of whether you tick Yes or No. This will be discussed with you at the time. The DBS uses a 'filtering' process which will identify and remove protected convictions and cautions so that they are no longer disclosed on a DBS certificate (DBS check). The information gained will be used by the school to check your suitability for the post. This form will not be used for shortlisting however, it will be made available to the interview panel if you are shortlisted.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)?

Yes / No:

If yes, please use the space below to provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence. Please continue on another sheet if necessary.

Have you ever been the subject of formal disciplinary proceedings? **If yes**, please give details including dates opposite.

Please list any name other than the one you are currently using, that you have ever been known by (please include any maiden names).

Note: If you are subsequently employed by the Academy and it is found that you failed to disclose any relevant information, previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Academy.

During the course of your employment with the Academy, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview.

8. DISABILITY - REASONABLE ADJUSTMENTS

Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? If yes, please give details

9. ABSENCE FROM WORK/EDUCATION

How many days sickness absence from work or education have you had in the last two years?

10. DECLARATION OF RELATIONSHIP

If you have any relationship with any Member, Trustee or employee of the Academy, please state the name(s) and nature of the relationship(s).

11. DATA PROTECTION

In completing this application form you should refer to the Job Applicant Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the privacy notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Academy without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Academy's data retention guidelines, after which they are safely and securely destroyed.

12. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Academy.

Signed:

Date:

Note: If you return this form via email, you are indicating your intention to comply with the above declaration. You may be required to sign the declaration if you are subsequently invited to interview.

13. EQUAL OPPORTUNITIES MONITORING

Disability

For the purpose of the Equality Act 2010 a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

Do you have a disability, long standing illness or infirmity?

Yes / No:

Ethnic Origin / Gender / Relationship Status / Religious Belief/Faith / Sexual Orientation

Please tick one of the boxes below to best describe your ethnic origin, religious belief/faith, relationship status and sexual orientation. Please note that United Kingdom citizens can belong to any of the categories shown.

White:

- British
 - Irish
 - Any other white background
- Please write in:

Black or Black British:

- Caribbean
 - African
 - Any other black background
- Please write in:

Chinese or other ethnic group:

- Chinese
 - Gypsy/Roma/Traveller
 - Any other ethnic group
- Please write in:

Asian or Asian British:

- Indian
 - Pakistani
 - Bangladeshi
 - Any other Asian background
- Please write in:

Mixed:

- White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other mixed background
- Please write in:

Gender:

- Male
- Female
- Transgender
- Prefer not to say

Relationship Status:

- Divorced or dissolved civil partnership
- Married or in a civil partnership
- Single
- Widow / Widower
- Prefer not to say

Religious Belief/Faith:

- Christianity
 - Hinduism
 - Islam
 - Judaism
 - Sikhism
 - Buddhism
 - No Religion
 - Prefer not to say
 - Other
- Please write in:

Sexual Orientation:

- Heterosexual
- Gay
- Lesbian
- Bisexual
- Prefer not to say

Are you responsible for caring for anyone?

- I am not responsible for caring for anyone
- I care for children/a child
- I care for another relative
- Any other person please write in:

Do you have the right to work in the UK?

- Yes
- No

Have you lived or worked outside of the UK in the last 5 years?

- Yes
- No

If yes, please provide details:

Where did you see this job advertised?