| Post applied for | | | | |
| --- | --- | --- | --- | --- |
| Vacancy No. | School | | | |
| **PART A – PERSONAL DETAILS** |  | | | |
| Surname: | First name(s): | | | |
| Former or changed name(s): | | | | |
| Preferred Name: | | Current Address: | | |
| National Insurance Number: | |  | | |
| Home Tel: | |  | | |
| Work Tel: | |  | | |
| Email: | | | Post Code: | |
| Please confirm which number you would prefer us to contact you on and if there is a time of the day that is better for us to contact you: | | |  | |
| **Your Right to Work in the UK (see guidance notes)** | | |  | |
| Are you eligible to work in the UK? | | | Yes ☐ No ☐ | |  |
| Are you subject to immigration restrictions? | | | Yes ☐ No ☐ | |
| Please give details of any restrictions and current work permits including the type of permit, the number and the expiry date: | | | | |
| **Disability (see guidance notes)** | | | | |
| Do you consider yourself to have a disability as defined in the guidance notes and would like to apply under the Disability Confident Scheme? | | | | Yes ☐ No ☐ |
| To ensure we do not create any barriers in their selection process and to help them to implement their Equality Policy effectively, please state below if you would like them to provide any particular assistance for your interview: | | | | |
| **Ex-Armed Forces Personnel (see guidance notes)** | | | | |
| Please indicate if you are eligible under this scheme | | | | Yes ☐ No ☐ |
| If you meet the conditions stated above, please state your veteran status below: | | | |  |

| **PART B – Employment and Education History** | | |  | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Current (Or if not in employment your last employer) | | | | | | | |
| Employer’s name | | | Position held | | | | |
| Employer’s address | | | | | Date started | | |
|  | | | | | Date finished | | |
|  | | | | | Reason for leaving | | |
| Salary | | | | | Notice Period | | |
| Brief description of duties, responsibilities etc. | | | | | | | |
| **ALL PREVIOUS EMPLOYMENT – since leaving school, including voluntary work and identify any gaps and reasons for them. Please list most recent first (Use a separate sheet if necessary)** | | | | | | |
| From | To | Name and address of employer | | Position held | | Reason left |
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| **EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS** | | | | | |
| --- | --- | --- | --- | --- | --- |
| From | To | Establishment | Examinations, qualifications, grades and achievements | Awarding Body | Date of Award |
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| **MEMBERSHIP OF PROFESSIONAL BODIES – relevant to the position applied for** | |  |
| --- | --- | --- |
| Name of Professional Body | Reference/Membership Number | Expiry Date |
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|  |  |  |
| Teacher Reference Number (where applicable) |  | |

| **FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION** |
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| Using the Person Specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to the post, giving examples. Please see the guidance for help with completion of this section and for further information. (use a separate sheet if necessary) |
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| OTHER RELEVANT ACHIEVEMENTS (e.g. leisure interests and hobbies) |
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| **PART C - Safeguarding** | |
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| **References** | |
| It is our Policy to take up references as part of the selection process; what this means is that your referees will be asked to provide references for the appointment panel to consider as part of the decision making process. **Do you wish this to happen?** | Yes ☐ No ☐ |
| All applicants are requested to provide the names and contact details for two referees if you:   * **are in employment** one should be your current line manager (or your most recent manager/ employer if you have recently left employment). * **have just left full time education and/ or have no employment history**, one reference from your education provider should be provided.   If you have indicated you do not wish for references to be taken up as part of the selection process (as noted above) they will not be requested, however, all appointments are subject to satisfactory references being obtained. | |

| Name | Name |
| --- | --- |
| Position | Position |
| Relationship | Relationship |
| Address  Postcode | Address  Postcode |
| Telephone No. | Telephone No. |
| Email Address | Email Address |

| Name | \*If you are applying for a post which involves working with children and young people or vulnerable adults, there is a requirement for a reference from employment where you have worked with children and young people or vulnerable adults.  If your first 2 referees are not from such employment, please provide details of a 3rd who is from this employment areas so that a reference / this requirement can be undertaken. |
| --- | --- |
| Position |
| Relationship |
| Address  Postcode |
| Telephone No: |
| E-mail Address: |

| **Vetting and Barring Checks** |  |
| --- | --- |
| As this post is within a School all employees who work in schools have to have a successful Data Barring Service (DBS) check. As an applicant you need to understand this and consider how this applies to you. In accordance with the DBS Code of Practice if you were shortlisted for interview, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children (or adults) and we will use this information as part of our interview/ pre-screening process. Please read the full guidance notes. | |

| **Online Searches** |
| --- |
| In accordance with Keeping Children Safe in Education (2022) as a School we are required to undertake online searches for all candidates that we shortlist to attend for the next stage in our recruitment process and/ or interview. This is required to ensure that any individual who we choose to appoint into our School is appropriate to work with children and young people. These searches will include information that is publicly available online and will not involve searches that are covert/overt/done in secret. You will be provided with additional information/ further clarity if you are invited to the next stage in our recruitment process and/or invited to attend for interview. |

| **Please make sure all parts of this and the related application form are completed before signing this declaration.**  I confirm the information provided on my application for this post is complete, correct, and factual and I understand that any offer of employment is subject to:   1. references which are satisfactory 2. a satisfactory DBS certificate and check of the Barred list 3. the entries on this form proving to be complete and accurate, and 4. a satisfactory medical report, if appropriate 5. further pre-employment checks being satisfactory that are relevant to this post.   I understand that deliberately giving false or incomplete answers would exclude me from consideration, or in the event of my appointment, could result in dismissal without notice.  I confirm that in submitting my application for this post I have not been disqualified from teaching nor do I have any current prohibition orders in place that would prevent me from making this application.  **I accept that in** submitting this form electronically I am accepting this declaration/ ‘signing’ this form by returning the form to school. | | | |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

| **PART D – Equal Opportunity Monitoring** |
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| This information is only used to measure the effectiveness of our School Equality Policy.  **The administrator at School overseeing the administration of the recruitment process will remove Part C** when they receive your application, and it will not be seen by anyone else involved in the selection process. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (Equality Act 2010).  The data provided will be used to support our school to monitor our recruitment process and we will use the data provided to support monitoring of our recruitment process and we will use the data to inform future recruitment/ review of our recruitment policy. If you would prefer not to provide this data, please indicate this on the form, there is no requirement or obligation to provide the data within any of the sections noted below |

| **A.  Gender** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I identify my gender as: | |  | | | | | |
| **B.  Age** | | | | | | | |
| ☐ 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+ ☐ Prefer not to say | | | | | | | |
| **C. Marriage and Civil Partnership** | | | | | | | |
| Are you married or in a civil partnership? | ☐ Yes | | ☐ No | | | ☐ Prefer not to say | |
| **D.  Sexual orientation** | | | | | | | |
| ☐ Heterosexual ☐ Gay / Lesbian ☐ Bisexual ☐ Prefer not to say | | | | | | | |
| If you would prefer to use your own term, please specify | | | | | |  | |
| **E.  Disability -**In the Equality Act 2010, a person has a disability if they have a physical or mental impairment, and the impairment has a substantial and long term adverse effect on their ability to perform normal day-to-day activities. | | | | | | | |
| Do you consider yourself to meet this definition? | | | | Yes   ☐ No  ☐ | | | |
| If yes, please provide details: | | | | | | | |
| **F.  Caring responsibilities -** A carer is someone who, without payment, provides help and support to a partner, child, relative or friend, who could not manage without their help. | | | | | | | |
| Do you have any caring responsibilities for dependants? (If yes, please tick all that apply): | | | | | Yes ☐ | | No ☐ |
| ☐ Primary carer of a child/children (under 18) ☐ Primary carer of disabled child/children ☐ Secondary carer  ☐ Primary carer of disabled adult (18+) ☐ Primary carer of older person/people (65+) ☐ Prefer not to say | | | | | | | |
| **F.  Religion and belief** | | | | | | | |
| ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐Muslim ☐ Sikh ☐ None ☐ Prefer not to say | | | | | | | | |
| ☐ Other Religious belief (please specify): | | | | | | | |

| **G.  Ethnicity -** Please tell us which ethnic group you belong to (please mark one): | | |
| --- | --- | --- |
| Asian / Asian British | Bangladeshi | ☐ |
| Indian | ☐ |
| Pakistani | ☐ |
| Any other Asian background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |
| Black British / Black / African / Caribbean | African | ☐ |
| Caribbean | ☐ |
| Any other Black/African/Caribbean background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |
| Chinese | Chinese | ☐ |
| Any other Chinese background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |
| Mixed / Multiple Ethnic Groups | Multi Ethnic Asian | ☐ |
| Multi Ethnic African | ☐ |
| Multi Ethnic Caribbean | ☐ |
| Any other Mixed/multiple ethnic background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |
| White | British English | ☐ |
| British Welsh | ☐ |
| British Scottish | ☐ |
| British Other | ☐ |
| Irish | ☐ |
| Any other White background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |
| Other Ethnic Group | Any other ethnic background (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ |
| Non-disclosure | I do not wish to disclose my ethnicity | ☐ |