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**APPLICATION FORM FOR EMPLOYMENT**

NAME:

POSITION APPLIED FOR:

# Where did you see this job advertised?

TES

School website

Word of mouth

Other (please state)

The personal data you provide on this form will be used for the purposes of recruitment, employment and statistical analysis only, and if you are not appointed to a post, the form will be destroyed unless you inform us you would like us to keep your details on file.

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| **1 PERSONAL DETAILS** | |
| Surname: | First Names: |
| Title: Mr/Mrs/Miss/Ms/Dr/Other ..................... | Preferred name: |
| Home address: | Address for correspondence (if different): |
|  |  |
|  |  |
|  |  |
| Post Code: | Post Code: |
| Tel no: (day) | Email: |
| (eve) | Are you legally entitled to work in the UK? YES/NO |
| (mob) |  |
| DFE number | National Insurance number |

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| --- | --- | --- | --- | --- | --- | --- |
| **2 EDUCATION AND QUALIFICATIONS** | | | | | | |
| School  College/University  Please expand this box if more space is required | | Dates attended | | Qualifications obtained/ Examinations passed (including grades) | | Date |
| Membership of professional institutions and other training/knowledge relevant to this post:  Please expand this box if more space is required | | | | | | |
| **3 EMPLOYMENT HISTORY**  Please provide **full** details of all previous posts you have held, starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. (Please expand boxes if required). | | | | | | | |
| Present or most recent employer: | | | | | | | |
| Address: | | | | | | | |
| Job Title: | | | From: To: | | | | |
| Brief description of responsibilities: | | | | | | | |
| Reason for leaving/wishing to leave: | | | | | | | |
| Notice required (or when you could join us): | | | Current salary: | | | | |
| Previous employers (most recent first)  Please expand this box if more space is required | Dates | | Position held and brief description of duties | | Reason for leaving | | |

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| **4 ADDITIONAL INFORMATION** |
| Do you have a current clean driving licence (applicable only if duties involve driving) YES/NO |
| Hobbies, interests and anything you wish to tell us about your personal and family circumstances, including any special needs or a disability\* that may require us to make special arrangements for an interview.  Please expand this box if more space is required |
| **5 PERSONAL STATEMENT** |
| Please state why you believe your qualifications and experience fulfil the requirements of this post, and any other information in support of your application.  Please expand this box if more space is required |

\* The Disability Discrimination Act defines disability as a ‘physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities’.

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| **6 REFERENCES** | |
| Please give the names of two people who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your school head teacher or college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. Open references provided by you will also not be accepted.  Relationship:  **Please note that we reserve the right to take up references prior to interview.**  Any offer of appointment will be subject to the receipt of two satisfactory references. | |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
| Postcode: | Postcode: |
| Tel no:  e-mail: | Tel no:  e-mail: |
| Relationship: | Relationship: |

|  |  |
| --- | --- |
| **7 SIGNATURE** | |
| Signed: | Date: |

The information provided by you in connection with your application for this vacancy will be treated as confidential by Durham High School. We collect and use this information in accordance with our **Applicant Privacy Notice**.

Information given by you in the **Equal Opportunities Monitoring Form** will be dealt with separately from the rest of your application. The information provided will be used solely to monitor equal opportunities policies.

Durham High School is committed to safeguarding and promoting the welfare of children, and the relevant DBS checks will apply to this post. As part of the shortlisting process, the School will consider carrying out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview.

Note that it is an offence to apply for a role involving contact with children if you are barred from engaging in regulated activity relevant to children.

**DECLARATION OF CRIMINAL AND OTHER RELEVANT BACKGROUND INFORMATION FOR THOSE GIVEN THE OPPORTUNITY TO HAVE CONTACT WITH CHILDREN**

The appointment for which you are applying involves access to children or the opportunity to have contact with children and is an excepted occupation for the purposes of the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check and Children’s Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This DBS check will include details of adult cautions as well as convictions, and "spent" convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. Protected convictions and cautions are those that do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether or not a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Additionally, if you are currently working or have previously worked with children in an educational environment, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be “time expired”, and whether you have been the subject of any child protection concerns.

In order to declare information relevant to your suitability to work with children in advance, please fill out the form below. The form should be sent under confidential cover to the person to whom you are making your application. We will not view this information unless you have been shortlisted for interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted for interview, the unopened information will be destroyed securely. If you are shortlisted but not appointed, the form will be destroyed following the interview stage. If you are appointed, the form will be kept securely on your personnel file.

Any disclosure that you make will not automatically prevent you from being appointed unless the Durham High School considers that the information provided renders you unsuitable for the post for which you have applied. In making this decision, consideration will be given to the nature of the information, its relevance to the nature of your employment, how long ago any incident occurred, the age you were at the time and any other factors that may be relevant.

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on **0300 123 1999** or **helpline@nacro.org.uk**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

Providing false information could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

**APPLICANT SAFEGUARDING DECLARATION**

|  |  |
| --- | --- |
| **Name of candidate:** |  |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? | Yes ❒ No ❒ |
| If yes, please provide further information including dates: | |
| Have you ever been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children? | Yes ❒ No ❒ |
| If yes, please provide further information and provide details of the outcome: | |
| Have you ever been the subject of disciplinary warnings or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? | Yes ❒ No ❒ |
| If yes, please provide further information including dates: | |
| *[If applying for a teaching role or teaching work]* are you prohibited from teaching? | Yes ❒ No ❒ N/A ❒ |
| *[If applying for a management position]* are you prohibited from taking part in the management of an independent school? | Yes ❒ No ❒ N/A ❒ |
| Are you on the Children’s Barred List? | Yes ❒ No ❒ |
| Do you have any unspent convictions or conditional cautions?  Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales. | Yes ❒ No ❒  Yes ❒ No ❒ |
| If yes, please provide further information including dates: | |
| Do you have any overseas convictions? | Yes ❒ No ❒ |
| If yes, please provide further information including dates: | |
| **Confirmation of declaration:** I agree that the information provided here may be processed in connection with recruitment processes and I understand that an offer of employment may be withdrawn (or disciplinary action may be taken once appointed) if relevant information is not disclosed by me and subsequently comes to the organisation’s attention. | |
| **Signature of candidate:** |  |
| **Print name:** |  |
| **Date:** |  |

**EQUAL OPPORTUNITIES MONITORING FORM**

Durham High School is committed to equal opportunities. It is our aim to ensure that all applicants for jobs are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion or belief.

We would be grateful if you would complete and return this form as part of this commitment. The information you give will be treated as strictly confidential and will be used only for Equal Opportunities monitoring purposes. This form will be detached from your application form and will not be used at any stage of the selection process.

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| POST APPLIED FOR: |  |

**Personal details:**

|  |  |
| --- | --- |
| GENDER: | Male / Female / Transgender |
| MARITAL STATUS: | Single / Married / Other (*please specify)* |
| AGE: |  |

**Ethnic origin:**

I would describe myself as:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Black** |  | **Asian** |  | **White** | **Other          ** |
| African |  | Pakistani |  |  | *(please specify)* |
| Caribbean |  | Indian |  |  |  |
| Other |  | Bangladeshi |  |  |  |
|  |  | Chinese |  |  |  |

**Disability**

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| --- |
| Are you disabled or do you have any conditions (i.e. a physical or mental impairment that has a substantial long-term effect on your ability to carry out normal day-to-day activities) that may require adjustments to your work or working environment?  Yes      No      If you have answered "Yes" to this question, please indicate here any special arrangements which you might require if selected for interview. |