**The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink. CV’s are not accepted.

|  |  |
| --- | --- |
| **Vacancy Job Title** |  |
| **Where did you hear of this vacancy?** |  |

**Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

|  |  |
| --- | --- |
| 1. **Initials, Surname or Family Name**
 |  |

**2. LETTER OF APPLICATION *Please refer to the applicant information pack which may include instructions on how to complete the letter of application. Maximum 2 sides of A4.***

**3. CURRENT / LAST EMPLOYMENT**

|  |  |
| --- | --- |
| **Name and address of employer** |  |
| **Job title** *Please enclose a copy of the job description, if possible* |  |
| **Date appointed to current post** |  |
| **Current salary** |  |
| **Date available to begin new job** |  |

**4. FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title****or Position** | **Name and address of** **employer, or description of activity** | **Dates** | **Reason** **for****leaving**  |
| **From** | **To** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |
| **4.1** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.2** |  |  |  |  |  |  |

**4. FULL CHRONOLOGICAL HISTORY (Cont’d)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title****or Position** | **Name and address of** **employer, or description of activity** | **Dates** | **Reason** **for****leaving**  |
| **From** | **To** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |
| **4.3** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.4** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.5** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.6** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4.7** |  |  |  |  |  |  |

**Please enclose a continuation sheet if necessary**

**5. FURTHER OR HIGHER EDUCATION Any recognised qualifications or courses attended which are relevant to the job application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of FE College or University or Awarding Body** | **Dates****From To** | **Full or Part-time** | **Qualifications Obtained** |
|  |  |  |  |

**6. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualifications Gained** |
|  |  |  |  |

**7. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

1. **REFEREES**

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**First referee**

|  |  |
| --- | --- |
| **Title and name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |
| **Permission to contact Referee immediately** | **Yes** | **Do not contact until advised**  |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |
| **Permission to contact Referee immediately** | **Yes** | **Do not contact until advised**  |

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**Part 2**

**This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.**

**9. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Surname or family name** |  |
| **All previous surnames** |  |
| **All forenames** |  |
| **Title** |  |
| **Current Address** |  |
|  |
|  |
|  |
| **Postcode** |  |
| **Resident at this address since** |  |
| **Home telephone number** |  |
| **Mobile telephone number** |  |
| **Date of Birth** |  |
| **Email address** |  |
| **National Insurance Number** |  |
| **Have you ever been barred or restricted from working with children or been subject to a child protection investigation?** | **Yes No** **If YES give details separately under confidential cover** |
| **Do you have a current full driving licence?** | **Yes No**  |
| **Are you subject to any legal restrictions in respect of your employment in the UK?**  | **Yes No** **If YES please provide details separately** |
| **Do you require a work permit?** | **Yes No** **If YES please provide details separately** |
| **Are you related to or have a close personal relationship with any pupil, employee, or governor?** | **Yes No** **If YES give details separately under confidential cover** |
| **Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?**  | **Yes No** **If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).** |

**10. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

**11. DATA PROTECTION ACT 1998**

The information collected on this form will be used in compliance with the Data Protection Act 1998.  **By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998.** The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form **will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed.  If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.**

**12. NOTES**

1. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
2. Canvassing, directly or indirectly, an employee or governor will disqualify the application.
3. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

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**13. DECLARATION**

 I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

|  |  |
| --- | --- |
| **Signature** |  |
| **Print Name** |  |
| **Date** |  |

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**PART 3 EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

|  |  |
| --- | --- |
| **Ethnic Group** | **Please tick** |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
| WIRI | Irish |  |
| OOTH | Irish Traveller |  |
| OOTH | Gypsy |  |
| WOTH | Other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
| MWBA | White and Black African |  |
| MWAS | White and Asian |  |
| MOTH | Other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
| APKN | Pakistani |  |
| ABAN | Bangladeshi |  |
| CHNE | Chinese |  |
| AOTH | Other Asian background |  |
| Black or Black British | BCRB | Caribbean |  |
| BAFR | African |  |
| BOTH | Other Black background |  |
| Other ethnic group | OOTH | Arab |  |
|  | *Write in:*  |  |
| Prefer not to say | REFU |  |  |

|  |  |  |
| --- | --- | --- |
| **Religion** |  | **Disability**Do you consider that you have a disability? |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |  |  | Please tick |
|  | Yes *Please complete the grid below* |  |
| Buddhist |  |  | No |  |
| Hindu |  |  | Prefer not to say |  |
| Jewish |  |  |  |  |
| Muslim |  |  | **My disability is:**  |  |
| Sikh |  |  | Physical Impairment |  |
| Any other religion  *write in* |  |  | Sensory Impairment |  |
|  |  |  | Mental Health Condition |  |
| Prefer not to say |  |  | Learning Disability/ Difficulty |  |
|  |  |  | Long standing illness |  |
|  |  |  | Other |  |
|  |  |  | Prefer not to say |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sexual Orientation** | Please tick |  | **Personal Relationship** | Please tick |
| Bi-sexual |  |  | Single |  |
| Gay |  |  | Living together |  |
| Lesbian |  |  | Married |  |
| Heterosexual |  |  | Civil Partnership |  |
| Other |  |  | Prefer not to say |  |
| Prefer not to say |  |  |  |  |
|  |  |  |  |  |
| **Gender** | Please tick |  |  |  |
| Female |  |  |  |  |
| Male |  |  |  |  |
| Transgender |  |  |  |  |
| Prefer not to say |  |  |  |  |