

**School Staff Application Form**

**NOTES FOR GUIDANCE**

|  |
| --- |
| **Completing Your Application Form** |

1. **Please complete the application form in black ink or type and ensure you complete all the sections as clearly as possible. If any sections do not apply to you, please enter ‘not applicable’. Please note CV’s can only be accepted as additional information.**
2. **The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.**
3. **The Declaration must be signed and dated before being returned and can be found at the end of this form.**
4. **You may find enclosed with the application form the Job Profile and the Person Specification. If so, you must refer to these when giving evidence of your suitability for the job, using clear and specific examples.**
5. **Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered.**
6. **If you have any queries about completing your application form, please contact the person identified in the advert.**

|  |
| --- |
| **References** |

* **All referees should be professional rather than personal ones.**
* **Applicants should give their current or most recent employer as a referee.**
* **Please note the Council reserves the right to contact referees other than those nominated.**
* **If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form.**

|  |
| --- |
| **General** |

* **The canvassing of any governor or member of the Council, directly or indirectly, for any post in the Council’s service will disqualify the applicant from the appointment.**
* **Please return this form to the address specified in the vacancy advertisement.**
* **It is not the Council’s policy to notify candidates who have been unsuccessful, and generally if you have not heard within 4 weeks of the closing date, you should assume that on this occasion you have not been selected for interview. Nevertheless, the Council is appreciative of your interest in this appointment.**

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Employer / Location**: |  |
| **Job Reference number:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | |
| **Title:** |  | **First Name(s):** |  | **Surname:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **House/Flat No:** |  | **Street Name:** |  |
| **Town or City:** |  | **County:** |  |
| **Postcode:** |  | **National Insurance No:** |  |
| **Daytime Phone No:** |  | **Evening Phone No:** |  |
| **Email Address:** |  | |

|  |  |
| --- | --- |
| **Do you have the right to work in the UK?** | **Yes**  **No** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For Teaching Positions Only** | | | | |
| **Do you hold Qualified Teacher Status (QTS)?** | | | **Yes**  **No** | |
| **Teacher Reference Number:** |  | **Date of Recognition:** | |  |
| **NQT Statutory Induction Period (if qualified since August 1999):** | | | | |
| **Date Started:** |  | **Date Completed:** | |  |

|  |
| --- |
| **Employment History** |
| **Please list all employment history, paid and unpaid, including any work experience since leaving full time education, starting with your most recent employment first. Include all full time and part time positions. Please explain any breaks/gaps in employment.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current/Most Recent Employer** | | | |
| **Name of Employer:** |  | | |
| **Position Title:** |  | **Date Appointed:** |  |
| **Leaving Date *or* Notice Required:** |  | **Grade and Spine Point / Salary:** |  |
| **Reason for Leaving:** |  | | |
| **Brief Description of Responsibilities: (*Teaching Post – also indicate type and size of school and ages taught)*** |  | | |
| **Previous Employment** | | | |
| **Name of Employer:** |  | | |
| **Position Title:** |  | **Grade and Spine Point / Salary:** |  |
| **Address:** |  | **Postcode:** |  |
| **Date from:** |  | **Date to:** |  |
| **Reason for Leaving:** |  | | |
| **Main Duties and Responsibilities:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employment** | | | |
| **Name of Employer:** |  | | |
| **Position Title:** |  | **Grade and Spine Point / Salary:** |  |
| **Address:** |  | **Postcode:** |  |
| **Date from:** |  | **Date to:** |  |
| **Reason for Leaving:** |  | | |
| **Main Duties and Responsibilities:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employment** | | | |
| **Name of Employer:** |  | | |
| **Position Title:** |  | **Grade and Spine Point / Salary:** |  |
| **Address:** |  | **Postcode:** |  |
| **Date from:** |  | **Date to:** |  |
| **Reason for Leaving:** |  | | |
| **Main Duties and Responsibilities:** |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Please give details of any breaks in employment history since leaving school that have not yet been accounted for in your application e.g. periods spent raising a family, extended travel, unemployment. Failure to provide a full account may lead to your application being rejected.** | | | | | | |
| **Gap / Activity** | | | | **Dates (from – to)** | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
| **Education and Qualifications** | | | | | | |
| **Secondary & Further/Higher Education Details *(list most recent first)*** | | | | | | |
| **School/College/University** | **Date From** | **Date To** | **Qualifications Obtained** | | **Grades** | **Date Attained** |
|  |  |  |  | |  |  |

**Please note: Shortlisted candidates called for interview may be required to produce certificates as proof of qualifications, including QTS certificates.**

|  |  |  |
| --- | --- | --- |
| **Membership of Professional Bodies** | | |
| **Please supply details of any Professional Bodies that you are currently a member of, including your membership status, number and relevant dates of membership / validity.** | | |
| **Name of Professional Institution** | **Membership Status & Ref No** | **Member Since** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Training & Development** | |
| **Please provide details of any informal and job related training, or courses that you have undertaken with dates, including vocational training, apprenticeships – list most recent first.** | |
| **Course Title / Brief Description** | **Training Dates** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Relevant Experience and Skills – Supporting Statement** | | | | |
| **This section provides an opportunity to describe in detail what makes you suitable for the position.**  **If enclosed, you should read and refer to the Job Profile and Person Specification in your statement, ensuring that you give clear examples of experience, knowledge and qualifications, relating them to the Person Specification, to demonstrate your capabilities and show how you meet the requirements of the job.**  ***If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.* Please continue on an additional sheet of A4 paper if needed.** | | | | |
|  | | | | |
| **References** | | | | |
| **Please list below the names and contact details of at least 2 referees to cover your last 3 years of employment, one of which should be your current or most recent employer or, if appropriate, your last school, college or university.**  **As contained in the DFE Keeping children safe in education guidance (2020), the school reserves the right to contact referees and obtain references prior to interview if you are short listed.**  **Requests to delay seeking references at this stage of the recruitment process must be submitted along with this form for consideration.** | | | | |
| **Referee’s Name:** |  | | | |
| **Referee’s Job Title:** |  | | | |
| **Name of Organisation:** |  | | | |
| **Address:** |  | | **Postcode:** |  |
| **Email Address:** |  | | **Contact Tel No:** |  |
| **In what capacity does the referee know you?** | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee’s Name:** |  | | | |
| **Referee’s Job Title:** |  | | | |
| **Name of Organisation:** |  | | | |
| **Address:** |  | | **Postcode:** |  |
| **Email Address:** |  | | **Contact Tel No:** |  |
| **In what capacity does the referee know you?** | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee’s Name:** |  | | | |
| **Referee’s Job Title:** |  | | | |
| **Name of Organisation:** |  | | | |
| **Address:** |  | | **Postcode:** |  |
| **Email Address:** |  | | **Contact Tel No:** |  |
| **In what capacity does the referee know you?** | |  | | |

|  |
| --- |
| **Disclosure of Criminal Records** |
| **Please read the following information carefully.**  **All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Therefore due to the nature of the work for which you are applying, you are required to disclose details of any criminal convictions, including cautions, reprimands and final warnings on your record.**  **The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account.**  **Guidance on the filtering rules of cautions and convictions from a criminal record check can be found on the following website:** [**https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates**](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)  **The offences that will *never* be filtered from a DBS Certificate can be viewed on the following website:** [**https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check**](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)  **In line with Safer Recruitment guidelines for schools and colleges, employers are required to carry out an enhanced DBS (Disclosure and Barring Service) check for this role, should your application be successful.**  **In addition to this, short-listed candidates, before they can be interviewed, will need to complete a ‘DBS Disclosure Statement’ form, to be submitted and returned either before or at the scheduled interview.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **I understand that if any of the information I am asked to supply is false or misleading, it will result in the withdrawal of a job offer, or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.**  **I declare that I have read the information above.** | | | |
| **Signed:** |  | **Date:** |  |

|  |  |  |
| --- | --- | --- |
| **Relationships** | | |
| **Are you related to, or have a close personal relationship with, any existing councillor, member of council staff or school governor of the establishment to which your application is being made?** | | **Yes**  **No** |
| **If ‘yes’, please state their name(s) and your relationship to them:** |  | |
| **If you are appointed and have any business, financial and/or political interests which might conflict with the duties or responsibilities of this post, please give details:** | | |
|  | | |

|  |  |
| --- | --- |
| **Disabilities** | |
| **Do you require any special arrangements to be made during the recruitment process?** | **Yes** **No** |
| **If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during the recruitment process and thus meet our obligations under the Equality Act 2010:** | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| **Please read the following statements and information relating to your application carefully.**  **Declaration**  **By submitting this application and signing below I declare that all the information provided in this application form is true to the best of my knowledge and I understand that if any information is found to be false by statement or omission, then my application/offer of employment would be withdrawn. In the event of employment, this may lead to dismissal without notice.**  **I acknowledge that the canvassing of any councillor, governor or employee of the Council directly or indirectly for any post in the Council’s service, or failure to disclose any personal relationship, will disqualify my application.**  **I understand that the Council has to protect the public funds it deals with and may use the information I have given to prevent and detect fraud.**  **Data Protection**  **I consent to the processing of the enclosed personal data, including Equal Opportunities Monitoring Data, subject to General Data Protection Regulation (GDPR) in accordance with the Data Protection Act 2018, for the purpose of managing my application in determining my suitability for the post applied for.** | | | |
| **Print Name:** |  | | |
| **Signed:** |  | **Date:** |  |

|  |
| --- |
| **General Data Protection Regulation** |
| **The information that you provide and that is obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.**  **If you succeed in your application and take up employment, the information will be used in the administration of your employment and to provide you with information about us. We will also use the information if it is relevant to a complaint or legal challenge.**  **If necessary, we will check information collected, with third parties or with other information held by us. We will also use or pass to certain third parties information when required to aid the prevention and detection of crime, to protect public funds or in other ways as permitted by law.**  **We will collect, use, store and share your data safely and securely as the Council takes your privacy very seriously and will never disclose or share your personal data without your knowledge, unless required to do so by law. The Council shares your data with our third party supplier who provides the online recruitment service.**  **Please note: All processors acting on our behalf only process your data in accordance with our instructions and comply fully with this privacy notice, the data protection laws and any other appropriate confidential and security measures. We only retain your data for the purpose of processing your recruitment applications for as long as it is necessary. The retention period for candidates who are not appointed is to hold their data for 6 months after the conclusion of the recruitment process.** |

|  |
| --- |
| **Equal Opportunities in Employment – Monitoring Form** |
| **In line with the Codes of Practice of the Equality and Human Right Commission, we are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. The completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment.**  **The information you provide will be used for monitoring and statistical data purposes only and** **will be kept confidential. This section will be detached from the application form prior to shortlisting and will not be seen by the shortlisting panel. If you do not wish to share this information, you can select the “prefer not to say” option.** |

|  |
| --- |
| **Gender** |
| ☐ Male ☐ Female ☐ Prefer not to say |

|  |
| --- |
| **Is your gender identity the same as the gender assigned to you at birth?** |
| ☐ Yes ☐ No ☐ Prefer not to say |

|  |
| --- |
| **Age** |
| ☐ 16-20 ☐ 21-25 ☐ 26-35  ☐ 36-45 ☐ 46-55 ☐ 56-59  ☐ 60-64 ☐ 65-69 ☐ 70 and over |

|  |
| --- |
| **Sexual Orientation** |
| ☐ Bisexual ☐ Gay Man ☐ Gay Woman / Lesbian  ☐ Heterosexual / Straight ☐ Other ☐ Prefer not to say |

|  |
| --- |
| **Religion or Belief** |
| ☐ Buddhist ☐ Christian ☐ Hindu  ☐ Jewish ☐ Muslim ☐ Sikh  ☐ No Religion ☐ Prefer not to say ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Ethnic Group** |
| ☐ Asian or Asian British - Indian ☐ Asian or Asian British – Bangladeshi  ☐ Asian or Asian British - Pakistani ☐ Any Other Asian Background  ☐ Black or Black British - African ☐ Black or Black British – Caribbean  ☐ Any Other Black Background ☐ White – British  ☐ White - Irish ☐ Any Other White Background  ☐ Chinese ☐ Any Other Ethnic Background  ☐ Mixed – White and Asian ☐ Mixed – White and Black African  ☐ Mixed – White and Black Caribbean ☐ Any Other Mixed Background  ☐ Prefer not to say |

|  |
| --- |
| **Disability** |
| The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which is substantial and long-term (i.e has lasted or is likely to last at least 12 months) and has an adverse effect on their ability to carry out normal day to day activities. |
| Do you consider yourself to have a disability as defined by the Equality Act 2010? |
| ☐ Yes ☐ No ☐ Do not wish to declare |

|  |
| --- |
| **Advertisement** |
| Where did you learn of this vacancy? |