

# Application form

<b>Details of Post Applied For:</b>			
Name of School:			
Position Applied For:			
Job Reference Number:			
<b>Personal Details:</b>			
Title:		Last Name:	
First Name:		Middle Name:	
Address:			
Contact Number:			
Email Address:			
National Insurance Number:			
Are you eligible to work in the United Kingdom?			
<b>The below section is only to be completed by teaching staff:</b>			
DfE/TRN Registration No:		Are you a Newly Qualified Teacher (NQT)?	
Do you hold Qualified Teacher Status (QTS)?		Date it was awarded:	
Certificate Number:		Route by which you obtained it:	
Have you completed a period of induction where this was required by DfE?		Date of completion:	
Do you hold Qualified Teacher Status Learning and skills (QTLS)?		Date it was awarded:	
Certificate Number:		Route by which you obtained it:	
Have you completed a period of induction where this was required by DfE?		Date of completion:	

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Please confirm your employment details starting with your most recent employment.

Most recent employment:			
Title of post:			
From:		To:	
Responsibilities and achievements:			
Employer Name:			
Employer address details:			
Name of local authority (if applicable):			
Salary:			
Notice period:			
Reason for Leaving:			
Referee name:			
Referee relationship:			
Referee address:			
Referee email address:			
May we contact your referee prior to interview?			
Previous employment:			
Title of post:			
From:		To:	
Responsibilities and achievements:			

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Employer Name:			
Employer address details:			
Name of local authority (if applicable):			
Salary:			
Reason for Leaving:			
Referee name:			
Referee relationship:			
Referee address:			
Referee email address:			
May we contact your referee prior to interview?			
<b>Previous employment:</b>			
Title of post:			
From:		To:	
Responsibilities and achievements:			
Employer Name:			
Employer address details:			
Name of local authority (if applicable):			
Salary:			
Reason for Leaving:			
Referee name:			
Referee relationship:			

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Referee address:	
Referee email address:	
May we contact your referee prior to interview?	

**Continue employment history on another sheet if applicable.**

<b>Gaps in employment:</b>			
Please provide details of any gaps in employment			
From:		To:	
Reason:			
<b>Education and Qualifications:</b>			
Qualification:		Name of institution:	
Subject(s):		Grade:	
From:		To:	
Qualification:		Name of institution:	
Subject(s):		Grade:	
From:		To:	
<b>Professional development.</b> Please outline any other relevant courses / professional development:			
Name of course / qualification:		Subject(s):	
Name of institution:		Grade:	
From:		To:	
<b>Membership of Professional bodies (where applicable):</b>			
Name of professional body:		Membership status:	
Member number:		Renewal date:	
<b>Supporting statement:</b>			
Please outline any experience, knowledge or skills you have, in addition to your employment history that would support your application. Please refer to the person specification for the post when completing this section, and include how you meet each point highlighted on the person specification. Your application will not be accepted if this section is not completed.			

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## Declaration of criminal convictions:

This section must be completed by all applicants. The information disclosed will only be shared with those who have a need to know in order to assess suitability.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Please refer to <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974> for further information.

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person
- Whether the applicant's circumstances have changed since the offending behaviour.

Please be aware that failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in any offer of employment being withdrawn or, if appointed, disciplinary action which may result in dismissal.

Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	
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Have you ever been disqualified from working with children or vulnerable adults?	
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*It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you have answered 'YES' to either of the above **and are called to interview**, please provide further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'.*

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## Declaration of relationships:

Are you related to or have a close personal relationship with any elected member or senior officer of the Local authority, County Council or Group Board or a member of staff or governor of the appointing establishment?

If yes, please provide his/her name and role, and state your relationship:

## Equality Act 2010:

The Equality Act 2010 protects people with disabilities from unlawful discrimination. If you tell us that you have a disability we will make reasonable adjustments to your working environment and to your work arrangements and practices, if it is reasonable for us to do so.

Do you consider yourself to have a disability?

If yes, please describe your disability:

If you are invited to an interview and you believe that we should make reasonable adjustments for you please describe what will be required:

## General Data Protection Regulations 2018

Please contact the employing organisation to view their privacy notice in line with the new General Data Protection Regulations 2018. Please note that the employing organisation are responsible for providing this to you at the point of you submitting your application form.

## Declaration of information:

I declare that the information I have given on this form and any other accompanying documents is correct.

I understand that any omissions or false or misleading information provided on this form could result in my appointment being rejected or, in the event of employment, may result in disciplinary action being taken up to and including summary dismissal. It could also result in a referral to the police.

I understand my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Applicant signature:

Date: