

**CONFIDENTIAL**  
**APPLICATION FORM FOR APPOINTMENT TO A POST IN A SCHOOL**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

- Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.
- Please return this form to the school to which you are applying unless you are applying for a head teacher post where you must return it to the Chair or the Clerk to Governors.
- If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

**For non-teaching posts, you can disregard the shaded boxes.**

**POST DETAILS**

Post applied for:	At (school):
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**PERSONAL DETAILS**

Title:	Forenames:
Surname:	Previous surnames:
Prefer to be known as:	Date of birth (DD/MM/YY):
National Insurance Number:	Teacher Reference Number:
Address:	Mobile phone number (preferred):
	Home phone number (alternative):
	Work phone number (alternative):
Email:	
If applicable, please give the date when your continuous local government service commenced (month / year):	

## RIGHT TO WORK IN THE UK

All candidates invited for an interview will be required to produce original documentation that proves their right to work in the UK. You will receive further information about acceptable documentation if you are invited to attend an interview.

Do you have the right to work in the UK?

Yes                  No  
                     

## PERSONAL INTERESTS

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff or Governors of the school to which you are applying?

Yes                  No  
                     

If yes, please enter the names and positions of all known relations:

*A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.*

Do you have any outside private business interests that may conflict with those of the Council's / School's business?

Yes                  No  
                     

If yes, please describe your private interest:

**EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS**

Please include in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

Name of Educational Establishment	Full or Part Time	Dates		Qualification Achieved		
		From	To	Subject	Level	Grade

**TEACHING QUALIFICATION**

Date qualification awarded: (Month & Year)
Date of completion of probation:

**PRESENT EMPLOYER**

Employer:	Job Title:	Date appointed:	Salary:
Type of School:	Single / mixed sex:	Number on roll:	Age range taught:
Summary of main duties:			
Period of Notice required:			

**PREVIOUS EMPLOYMENT**

Please include in chronological order and continue on a separate sheet if necessary.

Employer	Job Title	Dates (month & year)		Full or Part Time	Reason for Leaving
		From	To		

**PERIODS OF UNPAID ACTIVITY**

Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

Details	Dates (month & year)	
	From	To

**PERSONAL STATEMENT**

Please explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.

## REFEREES

Please note all references will be taken up after shortlisting and before interview. We may request additional references.

You must supply full contact details for a minimum of **two** referees. One referee must be your **current or last employer** however if you have never had an employer, one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. If your current or last employment was within a school, one referee must be **the head teacher**. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you.

### Referee 1 - Current or Most Recent Employer

First name:	Surname:
Organisation:	Address:
Email:	
Mobile or daytime number:	Alternate number:
Job title:	Known since (MM/YY):
Capacity in which known to you:	Type of reference (Academic/Character/Work):

### Referee 2

First name:	Surname:
Organisation:	Address:
Email:	
Mobile or daytime number:	Alternate number:
Job title:	Known since (MM/YY):
Capacity in which known to you:	Type of reference (Academic/Character/Work):

## CRIMINAL CONVICTIONS

- The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.
- The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent or unspent convictions, either in the UK or abroad, including cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013.
- You must also inform us if you are on List 99, disqualified from working with children, or have any active restriction which would prevent you taking up this post.
- Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.
- Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment with the School. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the School consider it is relevant to the position you are applying for.

Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not 'protected' to declare?

Yes                  No  
                     

If yes, please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence:

Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?

Yes                  No  
                     

You must obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.

## Declaration

- I certify that the information I have given on this form is true and accurate to the best of my knowledge.
- I have read or had explained to me and understand all the questions on this form.
- I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
- I authorise the School to undertake the necessary pre-employment checks and to verify any information given.
- I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.
- I acknowledge that the School will process data about me and retain it in the manner described above and I hereby consent to this.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Data Protection Act Disclaimer

All information provided will be dealt with in accordance with the Data Protection Act 1984, amended 1998. This information may be used for administrative purposes within the School. All personal information computerised by the School has to be registered and may only be used and disclosed as described in the Data Protection Register. If you are unsuccessful in your application the information you have provided and that information which has been collected during pre-employment stages will be retained for six months at which point it will be destroyed.

### **RETIRED TEACHERS**

Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.



## RECRUITMENT MONITORING

The school is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the Council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and **will not be taken into account when making the appointment.**

Title:	Forenames:
Surname:	Previous surnames:
Date of birth (DD/MM/YY):	Gender:
Marital / Civil Partnership Status:	Religion / Belief:
Sexual Orientation:	Ethnic group:
Nationality:	

## POSITIVE ABOUT DISABLED PEOPLE

The school welcomes applications from disabled people. For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person's life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

Details of disability and any reasonable adjustments needed for interview.