

APPLICATION FORM



Job applied for:

Closing date:

Personal Details

Last name

First name(s)

Preferred name

Address

Tel: Mobile

Postcode

Email address (home)

Tel: Home

Do you require a work permit to take up employment in the UK Yes No

National Insurance Number

Have you successfully completed a period of induction as a qualified teacher in this country? *(for teachers only)* Yes No

If yes please give details of completion

Teacher reference number

Do you have Qualified Teacher Status? *(for teachers only)* Yes No

If yes please give date of award

QTS Certificate Number if applicable *(for teachers only)*

Current or Most Recent Employment

Employer name

Employer address

Post code

Telephone

Email

Job title Salary point

Basic salary per annum £ Allowances

Dates employed from Until

Notice required

Full or part time

Other in-service training courses attended in the last three years

From	To	Title and Details	Organization

Other qualifications, membership of professional bodies

Please continue below if necessary

Disability and Accessibility

Eden Primary is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

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Relationship with Eden Primary

Please list any personal relationships that exist between you and any of the following members of the Eden Primary community:

- Governors/Trustees
- Staff
- Pupils/Families

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A relationship with a governor, staff member or family will not necessarily prevent them from acting as a referee.

Supporting Statement

Please support your application with a statement or letter of application of no more than two A4 sheets in which you explain how you meet the requirements of the post as described in the job description/ person specification. Explain what you have to offer in terms of your experience, skills and knowledge gained in relevant paid, unpaid or voluntary work, study or training. **If you are considering applying for a position involving leadership responsibilities in any of the areas detailed, please remember to include reference to this in your statement to support your application.**

Please continue on a separate sheet if necessary.

References

Please provide full contact details (name, e-mail, phone, address) of two people who can verify your employment record and can provide an assessment of your suitability for this post. One must be your present or most current manager.

Please note that we reserve the right to approach any of your previous employers for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

Name	<input type="text"/>	Name	<input type="text"/>
Relationship to you	<input type="text" value="e.g. Line Manager/Headteacher"/>	Relationship to you	<input type="text" value="e.g. Line Manager/Headteacher"/>
Job Title	<input type="text"/>	Job Title	<input type="text"/>
Company/School name	<input type="text"/>	Company/School name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Employment from	<input type="text"/>	Employment from	<input type="text"/>
dates to	<input type="text"/>	dates to	<input type="text"/>
Is this your current employer?	<input type="text" value="Y/ N"/>	Is this your current employer?	<input type="text" value="Y/ N"/>

REFEREES WILL BE CONTACTED BEFORE THE INTERVIEW UNLESS YOU REQUEST OTHERWISE

Disclosure and Barring and Recruitment Checks

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notice.

Do you have a DBS certificate? Yes No **Date of check:**

If you’ve lived or worked outside of the UK in the last 5 years the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? Yes No

Do you have any convictions, 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)

Yes No

If **YES**, please give details including dates, on a separate sheet. Place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)?

Yes No

If **YES**, please give details including dates, on a separate sheet. Place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Disclosure and Barring Service (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the GDPR and Data Protection Act 2008. The Local Authority abides by the DBS Code of Practice and Keeping Children Safe in Education (DfE, 2014) which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the GDPR and Data Protection Act 2008. By signing this application form you give your consent to this.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence?

Yes No

If **YES**, please give brief details of the offence, including the date of the conviction.

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes No

If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal charges or summonses pending against you?

Yes No

If **YES**, please give details.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Right to Work in the UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

Declaration

- I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes in accordance with the GDPR and Data Protection Act 2018. This may include analysis for management purposes and statutory returns.
- In signing this form I give my authority for use of my personal data for these purposes.
- I hereby confirm that the information I have given above is true.
- I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any willful omission of material facts, this may be reported to the police as well as lead to my application being rejected or the contract being null and void if I have already been appointed.

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Signed

Date

Name in block capitals

Safeguarding Statement

Eden Primary is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

GDPR and Data Protection

In order to process your application and for no other reason, you are requested to complete and return this application form. Eden Primary is fully committed to compliance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

Please return this form to the email or postal address as requested in the recruitment pack.

Thank you for applying for this post.

Equal Opportunities Monitoring Information

Eden Primary is bound by the Public Sector Equality Duty to promote equality for everyone. This information is processed anonymously in order that we can monitor the effectiveness of our policies and procedures and comply with legislation. It is important that you complete this page, which is removed from your application form before the shortlisting stage.

Name

Post applied for

How did you find out about this vacancy – if it was an advertisement, please name the publication:

Date of birth

Sex

Male

Female

Trans-gender

Disability

Do you have a disability under the Equality Act* - see below.

Yes

No

*The definition of disability according to the Equality Act 2010, is: "A physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities". A long term effect is one that has lasted 12 months, is likely to last 12 months or, is likely to last the rest of the person's life.

Additional Information

We try to make reasonable provisions for people with a disability. If there is any special help that you may require at the interview, please detail below e.g. sign language interpreter, wheelchair access.

I would describe my race or ethnic origin as: (Please tick the appropriate box below)

Asian or Asian British

Bangladeshi

Indian

Pakistani

Other Asian background (please state)

Mixed

White and Asian

White and Black African

White and Black Caribbean

Other Mixed background (please state)

Chinese or other Ethnic Group

Chinese

Filipino

Vietnamese

Other Ethnic Group (please state)

Not Declared

Black or Black British

Caribbean

Black and Asian

African:

Eritrean

Ghanaian

Nigerian

Somali

Other African background (please state)

White

British

Greek/Greek Cypriot

Irish

Kurdish

Turkish/Turkish Cypriot

Other White background (please state)

Any Other Ethnic background (please state)

Data Protection Notice

We will process all data in compliance with the provisions of the Data Protection Act 1998.

Please sign below to freely give your explicit consent to allow the information, given on this form, to be processed in accordance with Eden Primary's registration under the Data Protection Act 1998 for HR and payroll purposes, equal opportunities monitoring and to fulfill statutory requirements, including but not limited to Equalities Act 2010.

Signed: _____

Date _____