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| 1. **Personal Details** | | | |
| Surname: | Forename(s): | | |
| Title: | Details of any previous Surnames: | | |
| **Which position are you applying for?** | |  | |
| Address: | Mobile Telephone Number: | |  |
| Home Telephone Number: | |  |
| Email Address: | |  |
| Postcode: | National Insurance number: | | |
| **Are you free to remain and take up employment in the UK?**  **Please tick the relevant box: Yes** ⬜ **No** ⬜  **Work Permit details, if appropriate:**  If you are selected for an interview, and before you can commence employment, you will need to provide documentary evidence that you are entitled to work in the UK. This will require you to produce original not a copy of the document(s) as shown in the Appendix. | | | |
| **Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs:**  Jobs in schools/academies are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment. Any information given will be completely confidential and will be considered only in relation to an application for positions by which the Order applies.  Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?  **Please tick the relevant box: Yes** ⬜ **No** ⬜  If the answer is “yes” we will contact you for your self-declare information, if you are successful at the shortlisting stage.  In accordance with statutory requirements, an offer of appointment will be subject to satisfactory DBS clearance.  A copy of this notice will be sent to your referees. | | | |

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| 1. **Employment History - Current or most recent employment** | | | | | | | | | | | | | | |
| Name and address of current / most recent employer: | | | | | | |  | | | | | | | |
| Job title: | | | | | | |  | | | | | | | |
| Duties carried out: | | | | | | |  | | | | | | | |
| Nature of business: | | | | | | |  | | | | | | | |
| Date of appointment: | | | | | | |  | | | | | | | |
| Are you currently employed by this organisation? If no, when was your date of leaving? | | | | | | |  | | | | | | | |
| Reasons for leaving (if applicable): | | | | | | |  | | | | | | | |
| Current Paid Salary £ | | | | | | |  | | | | | | | |
| Current Grade/Pay Scale and Pay Point | | | | | | |  | | | | | | | |
| Details of any allowance: | | | | | | |  | | | | | | | |
| Notice required / Date available: | | | | | | |  | | | | | | | |
| Pension related continuous service date: | | | | | | |  | | | | | | | |
| **Previous Employment (please add more rows if appropriate)** | | | | | | | | | | | | | | |
| **Name and Address  of Employer** | | | **Job Title** | | **Summary of Duties Carried Out in Role** | | | | | **Salary**  **(£)** | **Employment Dates** | | | **Reason for Leaving** |
| **From** | **To** | |
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| **3. Qualifications and Training (please add more rows if appropriate)** | | | | | | | | | | | | | |
| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher/Work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. Evidence of qualifications may be requested. (Please continue under the Additional Information section if necessary) | | | | | | | | | | | | | |
| **Educational Institution** | | | | | **From** | | **To** | **Qualifications gained (Subjects/Grades)** | | | | | |
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| **Continuing Professional Development (please add more rows if appropriate)** | | | | | | | | | | | | | | |
| Please list recent courses and professional development in which you have been involved in the past 3 years and that you consider relevant to this post. (Please continue under the Additional Information section if necessary) | | | | | | | | | | | | | | |
| **Subject** | | | | **Training Provider** | | | | | | | **Duration** | | **Dates** | |
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| **4. Supporting Statement** | | | | | | | | | | | | |
| Please use the space below to describe how your skills, knowledge and experience suit you to the nature of this role and also meet the Person Specification requirements of the role (no more than two sides of A4 using Font size Arial 10). | | | | | | | | | | | | |

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| **5. Referees - please note that we will contact your referees before interview.** | | | | |
| *References will not be accepted from relatives or friends. Please give the names of two referees, one of whom must be your current or most recent employer. We intend contacting referees prior to inviting you to interview. We reserve the right to take up references with any previous employer.* | | | | |
| If you were known to any of your referees by another name please give details here: | | | | |
| **1st Referee** | | | **2nd Referee** | |
| Name: |  | | Name: |  |
| Position: |  | | Position: |  |
| Address: |  | | Address: |  |
| Tel: |  | | Tel: |  |
| Email: |  | | Email: |  |
| In what capacity does the above referee know you? | | | In what capacity does the above referee know you? | |
| **How did you hear about this vacancy?** | |  | | |

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| 6. **Declaration** |
| **I confirm to the best of my knowledge the information on this form is true and complete.**  **I understand that wilful falsification or omissions may, if I am appointed, result in my dismissal.**  **I am in possession of certificates for qualifications which I claim to hold.**  **I declare that I am not disqualified from working with children.**  **I consent to the processing of personal data as defined in the Data Protection Act 1998.**  **Signature:**  **Print Name:**  **Date:** |
| **Your application form should be sent as soon as possible, to the email/postal address mentioned in the advertisement and no later than the closing date. Thank you very much for your interest in the post and for the time and effort involved in completing this application.** |
| **Shortlisted candidates should note that online searches may be conducted as part of our due diligence checks. Online searches will only examine data that is publicly available.** |
| **All information you send to us is strictly confidential and will be used for the purposes of this recruitment process only. It will be processed and held in accordance with the principles of the Data Protection Act (1998).** |

**Equalities Monitoring Form**

Completion of this section will help us to ensure that our workforce reflects the diverse make-up of the local community. To ensure our policies and procedures are not discriminatory, we monitor job applicants and the diversity make-up of our current workforce, as part of our internal processes, such as training. The information you give is confidentially managed; this section will be separated from your application and does not form part of the selection process. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

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| **Ethnic Origin**  (please tick one box only, indicating the category that best describes your ethnic origin) | | |
| **White** | British ⬜ | Irish ⬜ |
|  | Any other White background (please specify) | |
| **Mixed** | White & Black Caribbean ⬜ | White & Black African ⬜ |
|  | White & Asian ⬜ |  |
|  | Any other Mixed background (please specify) | |
| **Asian or Asian British** | Indian ⬜ | Pakistani ⬜ |
|  | Bangladeshi ⬜ |  |
|  | Any other Asian background (please specify) | |
| **Black or Black British** | Caribbean ⬜ | African ⬜ |
|  | Any other Black background (please specify) | |
| **Chinese** | Chinese ⬜ |  |
| **Other** | Any other ethnic background (please specify) | |

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| **Gender** | Female ⬜ | Male ⬜ | Other: | Prefer not to say ⬜ |

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| **Age Range** | Up to 19 ⬜ | 46 – 55 ⬜ |
| (please tick) | 20 – 25 ⬜ | 56 – 65 ⬜ |
|  | 26 – 35 ⬜ | Over 65 ⬜ |
|  | 36 – 45 ⬜ |  |

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| **Disability** (please tick) | | |
| **Do you consider yourself to be disabled?** | Yes ⬜ | No ⬜ |
| **If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?** | Yes ⬜ | No ⬜ |
| The Disability Discrimination Act 2005 defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities’. | | |