|  |
| --- |
|  |
| Application Form  |

**Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form. (C*lick on the shaded area to complete).***

|  |
| --- |
| **1. POST DETAILS** |
| Post applied for:    | Department:       |

|  |
| --- |
| **2. PERSONAL DETAILS** |
|  Surname:        | Title:       |
| Forename/s:       | National Insurance Number:       |
| Previous Name/s:       |
| Address:       | Contact Telephone Number:       |
| Please only answer the questions below if they are a requirement on the Person Specification for this post |
| Postcode:       | Do you have a current full Driving Licence? *(Double click on square to select)* **Yes** [ ]  **No** [ ]   |
| Do you have use of a vehicle? *(Double click on square to select)* **Yes** [ ]  **No** [ ]   |
| Email:       |

|  |
| --- |
| **3. PRESENT EMPLOYMENT**(If you are not currently in employment please leave blank) |
| Job Title:       | Telephone Number:       |
| Employer’s Name:       | May we contact you on this number? *(Double click on square to select)* **Yes** [ ]  **No** [ ]  |
| Address:       | Basic Pay/grade:       |
| Other Pay:       |
| Postcode:       | Date Started:       |
| Period of Notice:       |

|  |
| --- |
| Outline of key duties and responsibilities:       |

|  |
| --- |
| **4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.** |
| Organisation | Role | Salary(If Applicable) | Date Employed | Reason for leaving |
|       |       |       | FromMM/YYYY       | ToMM/YYYY       |       |

|  |
| --- |
| **4b. GAPS IN EMPLOYMENT Please specify all time not accounted for above with dates and reasons.** |
|       |

|  |
| --- |
| **5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES** |
| Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfill the Person Specification. (This box will expand to accommodate your text).      |

|  |
| --- |
| **6. RELATIONSHIPS** |
| Are you related to any Member of the Governing Body or employee of Ashby School. *(Double click on square to select)* **Yes** [ ]  **No** [ ] If yes, please give details      |

|  |
| --- |
| **7. REHABILITATION OF OFFENDERS ACT, 1974 (Exceptions order, 1975)** |
| **Applicants are not entitled to withhold information about past convictions, ‘spent’ or otherwise, under the terms of the above Act, as the Act made a specific exception in respect of all posts in Academies.****You must disclose any past convictions at the time of your application. In the event of employment being offered and taken up, any failure to disclose such convictions, cautions or warnings etc is likely to result in disciplinary action by the school and may lead to dismissal. Any information may be given on a separate sheet from your application form and will be kept confidential.****In addition, as this post is defined as a ‘regulated activity’ the successful candidate will have to be cleared by the Disclosure and Barring (DBS) service. It is a criminal offence for any individual who is named on the ISA Children’s Barred List to apply for a post in a ‘regulated activity’.** Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?  *(Double click on square to select)* **Yes** [ ]  **No** [ ]  |

|  |
| --- |
| **8. EDUCATION** |
| Qualifications gained or pending. Please state subject.(Please be prepared to provide evidence at interview) | Grade | Date Achieved(MM/YYYY) | School/College/University |
|       |        |       |       |

|  |
| --- |
| **9. MEMBERSHIPS OF RELEVANT ORGANISATIONS**  |
| Professional Body/Association | Qualification/ Membership Level | Dates of Qual/ Membership (MM/YYYY) |
|       |       |       |

|  |
| --- |
| **10. RELEVANT COURSES/AWARDS (e.g. short courses attended/ certificates/awards)**  |
| Organising Body | Brief Details of Course | Duration |
|       |       | From      | To      |

|  |
| --- |
| **11. DISABILITY/ HEALTH CONDITIONS** |
| We encourage people with disabilities to apply for jobs and are committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities. |

**The Equality Act 2010 defines disability as** a person has a disability if:

* they have a physical or mental impairment
* the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

**I consider myself to be: Disabled [ ]  Non-Disabled [ ]**

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish to be taken into account when considering your application.

|  |
| --- |
| **12. DATA PROTECTION ACT** |
| The information you supply will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract. When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.  |

|  |
| --- |
| **13. INTERVIEW ARRANGEMENTS** |
| Please indicate below any dates when you would not be able to attend for interview:      |

|  |
| --- |
| **14. REFERENCES** |
| Name  | Name:  |
| Address:  | Address:  |
| Postcode | Postcode:  |
| Email Address | Email Address |
| Telephone Number | Telephone Number:  |
| Title/ Position | Title/ Position:  |
| Relationship to applicant | Relationship to applicant:  |
| **Please note that an offer of employment cannot be confirmed without receipt of satisfactory references, one of which should be your present or most recent employer and as this post is designated as a regulated activity, it will be necessary to approach both referees at the shortlisting stage. This is in line with our recruitment policy.**  |

|  |
| --- |
| **15. DECLARATION** |
| * I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.
* I also confirm that I have not directly or indirectly approached an Elected Member or employee of the school to support me in making this application as this would disqualify me as a candidate.
* I understand that if I do not tell you about any relationships with any members or employees of the school or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings, and this is discovered after appointment, I could be dismissed without notice.
* I also understand that satisfactory references, enhanced DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.
 |
| Signature |
| Date: |

*Please continue to Monitoring Section below.*

|  |
| --- |
| **16. MONITORING SECTION** |
| It would be really helpful if you could complete this section for us. We are committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will not be used as a basis for decision-making within the selection process.  |

|  |
| --- |
| Application for the post of:       |

**1) How would you describe your ethnicity?**

|  |  |  |
| --- | --- | --- |
| **(a) White** | **(b) Mixed** | **(c) Asian & British Asian** |
| [ ]  British | [ ]  White & Black Caribbean | [ ]  Indian |
| [ ]  Irish | [ ]  White & Black African | [ ]  Pakistani |
| [ ]  Any other White background\* | [ ]  White & Asian | [ ] Bangladeshi |
|  | [ ]  Any other Mixed background\* | [ ] Any other Asian background\* |

\*(please state below)

|  |  |  |
| --- | --- | --- |
|       |       |       |

|  |  |  |
| --- | --- | --- |
| **(d) Black & Black British** | **(e) Chinese or other ethnic group** | **(f) Gypsy/Traveller** |
| [ ]  Caribbean | [ ]  Chinese | [ ]  Irish Traveller |
| [ ]  African | [ ]  Any other ethnic group\* | [ ]  Romany Gypsy |
| [ ]  Any other Black background\* |  | [ ]  Any other background\* |

\*(please state below)

|  |  |  |
| --- | --- | --- |
|       |       |       |

**(g)** [ ]  Prefer not to state

 **2) My sex is:** Male [ ]  Female [ ]  Prefer not to state [ ]

**3) My date of birth is:** (DD/MM/YY)       Age:

**4)** The Equality Act 2010 defines disability as a person has a disability if:

* they have a physical or mental impairment;
* the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

**I consider myself to be:** Disabled [ ]  Non Disabled [ ]

**5)** **My religion is:** Buddhist [ ]  Christian (all denominations) [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  None [ ]  Prefer not to state [ ]

 Other please specify