



APPLICATION FORM

Position Applied For:

Name:

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We must therefore obtain a Disclosure and Barring Service (DBS) certificate for all successful candidates. It is an offence to apply for this role if you have been barred from regulated activity relevant to children.

You will be required to declare any cautions or convictions even if they are considered spent under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

GUIDANCE NOTES

Please complete **ALL** sections of the application form and upload to the TES.

PERSONAL DETAILS

Surname:		First Names(s):		Title:
Former Surname: (if applicable)				
Address: (including Postcode)		Contact Telephone Numbers:		
		Home:		
		Work:		
		Mobile:		
National Insurance Number:		Teacher Reference Number:		
Email Address:				
Do you need permission to work in the UK?				YES / NO

PRESENT / MOST RECENT EMPLOYMENT

Employer:				
Job Title:				
Address: (including Postcode)	Date appointed:			
	Current / Latest Salary:			
	Salary Scale & Point:			
	Notice Period Required:			
	Date Left if applicable:			

WORK RELATED COURSES / TRAINING/ PROFESSIONAL DEVELOPMENT

Please give details of any training/ professional development you have completed which is relevant to this post.

Date Attended:	Length of Course:	Organising Body:	Course Title / Subject:

MEMBERSHIP OF PROFESSIONAL BODIES / PROFESSIONAL QUALIFICATIONS

Date obtained:	Name of Body / Qualification:	Class / Grade of Membership:

MOTIVATION & SUITABILITY FOR THE POST

Please give a detailed statement which may be followed up at interview, regarding your motivation and suitability for the position as advertised. This should include:

- a) *why you have applied for this post;*
- b) *using the person specification, please give examples of how you can demonstrate you meet the requirements of the role;*

INTERESTS AND LEISURE ACTIVITIES *(including any extracurricular activities you could contribute in)*

--

CANDIDATES WITH DISABILITIES

Do you consider yourself to have a disability?	YES / NO
Do you require any special arrangements if shortlisted for interview?	YES / NO

GENERAL

Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
You are required to declare below any relationship with or to an employee or Governor of the Trust. Please state name and position:	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.	

MEDICAL

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

REFEREES

Please provide details of two referees below who may be contacted without further notice. Friends and relatives are NOT acceptable referees. One of the referees must be your present or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The school reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

	Reference 1 (your current or most recent employer)	Reference 2
Title (e.g. Mr, Mrs, Miss)		
Name:		
Position:		
Organisation:		
Address:		
Tel:		

Email:

DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful, and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the school.

SIGNED:

DATED:

EQUAL OPPORTUNITIES MONITORING FORM

This document must be completed and returned with the Application Form

Whickham School is committed to the principle of equality in employment. This form will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

PLEASE MARK THE RELEVANT BOXES AND USE CAPITAL LETTERS WHERE APPLICABLE

Gender:

	I identify my gender as:	
--	--------------------------	--

Age:

(a)	16 – 24		(b)	25 – 34		(c)	35 – 44	
(d)	45 – 54		(e)	55 - 64		(f)	65+	
(g)	Prefer not to say							

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below.

Do you consider yourself to have a disability?

Yes		No		Prefer not to say	
Is there any information that we need in order to offer you a fair selection interview/process?					

Please indicate your sexual orientation:

Heterosexual			Prefer not to say	
Gay			Other (please state below)	
Lesbian				
Bisexual				

Which ethnic group do you most identify with? Please choose one section for (a) to (e), and tick the appropriate box.

(a)	WHITE		(d)	BLACK OR BLACK BRITISH
	British			Caribbean

	Irish			African	
	Any other white background			Any other black background	
(b)	MIXED		(e)	CHINESE OR OTHER ETHNIC GROUP	
	White & Black Caribbean			Chinese	
	White & Black African			Other Ethnic Group	
	White & Asian				
	Any other mixed background				
			(f)	Prefer not to say	
(c)	ASIAN OR ASIAN BRITISH				
	Indian				
	Pakistani				
	Bangladeshi				
	Any other Asian background				

Please indicate your religious background:					
Buddhist			Christian		
Hindu			Jewish		
Muslim			Prefer not to say		
No religious background			Other (please state below)		

Where / how did you hear about this vacancy? (Please tick)					
TES Website			School Social Media post		
DfE Website			University		
Jobs North East Website			Internal Applicant		
Jobs in Schools NE Website			Other (please state)		

