

|  |
| --- |
| **Section 1: Application Details** |
| Post Applied For: |
| Date on which you could take up appointment: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 2: Personal Details and Contact Information** | | | | | | | |
| Title: |  | First Name(s): | |  | | Surname: |  |
| Former name(s) or any other name used: | | | | | | | |
| Home Address:  Post code: | | | | | | | |
| Telephone numbers  Home:  Mobile: | | | | | | | |
| Email address: | | | | | | | |
| National Insurance Number: | | | | | | | |
| Are there any restrictions on you taking up employment in the UK? **Yes/No** (circle one) | | | | | | | |
| Have you lived outside of the UK in the last 5 years? **Yes/No**  If yes, please provide details. We will need to obtain a police certificate of good conduct from that country. | | | | | | | |
| Date Entering | | | Date Leaving | | Country | | |
|  | | |  | |  | | |
|  | | |  | |  | | |

|  |  |
| --- | --- |
| **Section 3: Current Employment Details** | |
| Name: | |
| Address: | |
| Telephone Number: | Annual Salary: |
| Present Post: | Date Appointed: |
| Current Notice Period: | |
| Reason for Leaving: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 4: All Previous Employment** | | | | | |
| Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. You must provide, where appropriate explanations for **any** periods not in employment, self-employment or further education/training and in each case reasons for leaving employment.  **If there are any gaps in your employment history from leaving school to your present employment (e.g. looking after children, sabbatical year), please indicate the details at the appropriate date.** | | | | | |
| Dates of Employment | | Name of Employer/Organisation | Position Held | Full Time, Part Time | Reason for Leaving |
| From | To |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 5A: Educational Qualifications** | | | |
| Please provide details below of any School, Colleges or Universities you have attended since age 14 in chronological order | | | |
| Name of School/College/ University | Dates Attended | | Qualifications Achieved (with grades and dates) |
| From | To |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Section 5B: Professional Qualifications** | |
| Organising Body and Title of Course | Brief Description of Course and Dates |
|  |  |

|  |
| --- |
| **Section 6: Leisure Activities** |
| Please note below you leisure interests, sports, hobbies etc |
|  |

|  |  |
| --- | --- |
| **Section 7: Existing Contacts within the School** | |
| Please indicate if you know or are related to any existing employees or pupils at the school, and if so, how you know/are related to them. | |
| **Name and Position Held at the School** | **Relationship to you (e.g. friend, neighbour, sister etc)** |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 8: Referees** | | | |
| Please provide the details of two or three referees  Referee 1 should be your current or most recent employer. Two references will be taken up prior to interview. If you do not want us to contact your current or most recent employer prior to interview, please specify a third referee. | | | |
| Referee 1  *Current or most recent employer* | Title: | First Name: | Surname |
| Relationship: | | | |
| Email Address: | | | |
| Daytime Telephone Number: | | | |
| Address: | | | |
| Referee 2 | Title: | First Name: | Surname |
| Relationship: | | | |
| Email Address: | | | |
| Daytime Telephone Number: | | | |
| Address: | | | |
| Referee 3  Only required if current or most recent employer cannot be contacted prior to interview | Title: | First Name: | Surname |
| Relationship: | | | |
| Email Address: | | | |
| Daytime Telephone Number: | | | |
| Address: | | | |

|  |
| --- |
| **Section 9A: Your Current Role - Reason for Leaving** |
| Please provide a brief reasoning behind your decision to leave your current role. |
|  |
| **Section 9B: Your Current / Previous Role(s) – Working with Children** |
| Have you worked with children during your current role? **Yes/No** (circle one) |
| Have you undertaken volunteer work involving children? **Yes/No** (circle one) |

|  |
| --- |
| **Section 10: Statement in Support of Your Application** |
| Please use the space below to write in support of your application. This should include details of your work experience and responsibilities as far as they relate to the post for which you are applying. In addition, if you have undertaken any voluntary work or pursue any hobbies or interests that may be relevant, please include details. If completing by hand, continue on another sheet if required. |
|  |

|  |
| --- |
| **Section 11: Declaration** |
| The personal information collected on this form will be used for the purpose of recruitment and the selection for the role you have applied for, or other roles you may be suitable for within the school. If appointed, this form will become part of your employment record. The information will not be used for any other purpose, nor will it be disclosed to any third party. Please confirm by signing below that you give consent for your information to be used for the school’s recruitment purposes.  I am aware that the school will create computer and paper records on me during the recruitment and selection process.  I agree that, should I be successful in this application, an application will be made to the Disclosure and Barring Service on my behalf, for a criminal record check. I understand that, should the check not be to the satisfaction of the school, any offer of employment may be withdrawn or my employment terminated.  Anyone appointed to a post involving regular contact with children must be medically fit (see the Education (Health Standards [England]) Regulations 2003. It is the statutory responsibility of employers to satisfy themselves that individuals have the appropriate level of physical and mental fitness before an appointment offer is confirmed. These questions are also asked to ensure that the School is able to support candidates in the recruitment and selection process and make reasonable adjustments (working with our Occupational Health team) where necessary.  **Do you have any form of disability? Yes / No**  **If yes, please state nature of disability (*The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities)*:** |

|  |  |
| --- | --- |
| **Greenfield School is committed to safeguarding and promoting the welfare of its children. Because this post involves contact with children for whom the school is responsible, extra checks are made on the background of the staff and volunteers concerned. Anyone offered employment will be subject to a check of police records as well as checks of professional standing. Applicants are therefore required to declare the following:**   * **Have you been disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018?** * **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?** * **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?** * **Have you ever been involved in any professional disciplinary offences in the UK or overseas?**   **The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain job and activities, certain convictions and cautions are considered “protected”. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about where a conviction or caution should be disclosed can be found on the Ministry of Justice website.**  **I have read the above statements and:**    **a) I have nothing to declare**  **or**  **b) I have information to declare and have attached a sealed envelope containing:** *(Please clearly delete whichever line does not apply)*   1. Details of any order, determination, conviction, or other ground for disqualification   from registration under the Childcare (Disqualification) Regulations 2018, the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 including:   * 1. The date of the order, determination or conviction, or the date when the other   ground for disqualification arose;   * 1. Information about the body or court which made the order, determination or conviction,   and the sentence (if any) imposed;   * 1. A certified copy of the relevant order (in relation to an order or conviction)  1. Information regarding any involvement in any professional disciplinary offences (whether in the UK or overseas)     **I confirm that the information given on the form is correct to the best of my knowledge and have provided any relevant information about a person who lives or works in the same household as me.** | |
| **Signed :** | **Date:** |