

Job Application

Thank you for your interest in working for Whinney Banks Primary School

Applicants are required to complete ALL parts of this form. If you need more space please attach a separate sheet(s). Please write your name, the job reference (if applicable) and job title on each additional sheet.

All of the information in this application form will be treated in the strictest confidence and in line with Data Protection Regulations. If you have not received an invitation to interview from us within three weeks of the closing date, you may assume that your application has not been successful.

EQUAL OPPORTUNITIES STATEMENT

The School will afford equal opportunity in all aspects of employment, irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

JOB TITLE:	REF NO:
SCHOOL:	

PERSONAL

Title: _____ Surname/Family Name: _____		
First Name: _____	Middle Name(s): _____	
Address: _____		
Postcode: _____		
Telephone (Daytime): _____	(Evening): _____	(Mobile): _____
Email address: _____		
Please tick this box to confirm you are happy for us to communicate with you using this email address: ☐		
Teacher Reference Number (if applicable): _____		
National Insurance Number: _____		

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Please list any professional organisations of which you are a member which are relevant to the job for which you are applying. If you are not a member of a professional organisation please put 'N/A' in this part of the application.

Professional Organisation	Subject/Level of Membership

CURRENT OR LAST EMPLOYER

Employer's Name: _____ Job Title: _____		
Address: _____		
Postcode: _____ Date Appointed: _____ Salary: _____		
Notice Period: _____ Date Left: _____ Reason for Leaving: _____		
Brief description of job duties and responsibilities:		

CAREER HISTORY

EMPLOYMENT

Name and address of employer(s) (Show most recent employment first)	Job Title, Salary & full time or part time hours	Dates		Reason for leaving
		From	To	

EDUCATION

Place of study	Dates		Qualification/Subject	Level	Grade	Date achieved
	From	To				

HIGHER EDUCATION

Place of study	Dates		Qualification/Subject	Level	Grade	Date achieved
	From	To				

GAPS IN EMPLOYMENT

Please account for any gaps in employment/education in this section:

CONTINUING PROFESSIONAL DEVELOPMENT AND OTHER TRAINING COURSES

Please give details of how you have kept your skills up-to-date and any other courses/qualifications or continuing professional development undertaken relevant to the job for which you are applying.

SKILLS, KNOWLEDGE AND EXPERIENCE

Please tell us how you feel you meet ALL of the '**Essential**' criteria as detailed in the person specification for the role for which you are applying. If you also believe you meet some or all of the '**desirable**' criteria please explain why. Remember to include any experience you have gained in community or voluntary work as well as employment.

It is important to complete this section. Simply referring to your curriculum vitae is not acceptable.

REFERENCES

Please provide two references, one of which should be from your present or most recent employer, preferably from a senior person with appropriate authority, not just a colleague. If you have not worked previously, please name someone as a referee who has known you for at least three years but is not a relative i.e. Headteacher, College Lecturer. If you do not provide full contact details, including contact telephone numbers and email addresses, for your referees, this may delay the recruitment/appointment process.

If you are shortlisted for interview, referees will be contacted prior to interview in line with current safer recruitment statutory guidance.

Reference 1:

Name:	Job Title:
Organisation:	
Address:	
Postcode:	
Email:	Telephone:
Relationship to you:	

Reference 2:

Name:	Job Title:
Organisation:	
Address:	
Postcode:	
Email:	Telephone:
Relationship to you:	

Relationships

Do you have a relationship with an employee or Governor of the school? Yes ☐ No ☐

If YES, please state the person's name, position/job title and relationship:

.....

Trying to influence employees or Headteacher/Governors in connection with this application, will disqualify you.

OTHER DETAILS

Do you hold a UK Driving Licence? Yes ☐ No ☐

If you have a disability or impairment, do you require any reasonable adjustments to help you demonstrate your full potential in the recruitment process? If so, please give details:

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Guaranteed Interview

The School has a policy of guaranteeing interviews for people with disabilities and Ex Armed Forces personnel who meet all the essential criteria in the person specification for the job.

Have you left the Armed Forces within the last 3 years or are within 12 weeks of leaving (discharge papers must be provided) and wish to claim a guaranteed interview? Yes ☐ No ☐

Do you consider yourself to have a disability under the Equality Act 2010 and wish to claim a guaranteed interview? Yes ☐ No ☐

Right to Work in the UK

As part of the recruitment process you will be required to provide evidence of your eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006:

Are you eligible to work in the UK? Yes ☐ No ☐

Prohibition of Teachers (teaching positions only)

Are you subject to a prohibition order/interim prohibition order issued by the Secretary of State that would prevent you from carrying out teaching work in schools, sixth form colleges and 16-19 academies?

☐ Yes ☐ No

Criminal Record Check and Childcare Disqualification

This post is subject to a disclosure and barring service (DBS) check which will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions excluding those defined as 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. A check will also be carried out against the Children's / Adult's Barred List if activities are 'Regulated' as defined by the Disclosure and Barring Service.

If you have lived or worked outside of the UK for longer than 6 months in the last 5 years you will be required to produce a Certificate of Good Conduct from the residing country(s).

You may also be subject to a Childcare Disqualification check in line with the Childcare Disqualification Regulations.

Protection of your Data/Information and Consent

All of the information collected in this form is required in order to process your application for employment and it will be retained for recruitment, selection and employment related purposes. The information may be confidentially shared with administrative and management personnel involved directly with the recruitment process within the school and with associated HR and Payroll services outside of the school in the context of your employment application.

The School's Data Officer is Mrs A Cattermole, contact number 01642 817713. You can contact them with any questions relating to our handling of your data.

Information on this form may be checked with the appropriate bodies to ensure accuracy i.e. referee's, previous employment. If you have shared any personal data which falls into 'special category data' under GDPR (e.g. race, ethnicity, religion, health, sexual orientation) this will not be shared with any third party except where a legal obligation should arise.

This form and associated documents will be retained for the successful candidate, to form the basis of an employment record and stored safely and securely. Unsuccessful candidate's application forms and supporting documents will be securely destroyed after a period of 6 months.

You have the right to withdraw your consent at any time and can do so by informing the School's Data Officer that you wish to withdraw your consent.

For more information on how we use the data you have provided, please see the Schools Privacy Notice for Job Applicants.

I have read and consent to my personal data on this form being held and utilised by Whinney Banks Primary School for recruitment, selection and employment related purposes.

Signed: **Date:**

Declaration

By submitting this application and any supplementary documents/evidence, I am agreeing that the information given is true and correct to the best of my knowledge and belief and I understand that any offer of employment will be made on this basis. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be subject to disciplinary action or dismissal. I give my permission for Whinney Banks Primary School to request references from the referees I have provided on this form.

I also understand that trying to influence employees or Headteacher/Governors in connection with this application, will disqualify me.

I understand that any offer of employment is subject to satisfactory pre-employment checks including but not limited to: verification of ID; references; enhanced DBS with barred list check; medical clearance; right to work check; qualifications.

Signed: **Date:**

Please return the application form as instructed in the details of the advert for the job or to the address supplied with the application information.