

ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL

Application Form



Please fill in **all sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

Role applied for:	
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About You			
Title		Surname	
First name(s)		Previous Surname (if applicable)	
Home address		Home Tel	
		Mobile	
		Email	
		Work Tel	
Postcode		NI Number	

References			
Please provide 2 references. Do not use friends or relatives. References will be taken up for shortlisted candidates prior to interview and any offer of employment will be subject to successful references. If you have any concerns, please contact us.			
Reference 1: This must be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university).		Reference 2: A referee of your choice (not friends or relatives).	
Full name		Full name	
Job Title		Job Title	
Employer		Employer	
Address		Address	
Postcode		Postcode	
Email		Email	
Professional relationship to you		Professional relationship to you	

Where did you see this vacancy advertised?

Qualifications Achieved from Secondary, Further and Higher Education

School/College/University attended (with dates and location)	Level and subject of qualifications (eg: GCSE, NVQ, A Level, Degree)	Grade awarded	Year achieved

Membership of professional bodies

Institute or association	Membership Level	How obtained, i.e. through qualification or election	Date achieved

Non-qualification/award-bearing professional development undertaken in last 2 years

Name of provider	Title of course/training (eg first aid at work, child protection, risk assessments, etc)	Qualification/Level of training

Your Current or Most Recent Employment

Note: If you are currently working through an agency, please ensure you also provide the name of the agency under "Employer's name and address".
If you are applying for your first job, please provide any voluntary work/work experience in the "Previous employment or experience" section.

Employer name		Job title	
Employer address		Salary	
		Start date	
		Leave date (if applicable)	
Reason for leaving			
Main duties and responsibilities			

Previous Employment or Experience

Start with your most recent employment first and work backwards.
You must explain any gaps in your work history since you left education eg unemployment; career breaks; voluntary work; travel).

Dates (dd/mm/yy)		Name of Employer and Address or Reason for gap in employment	Job title, duties & responsibilities	Reason for leaving
From	To			

Safeguarding Children, Young People & Vulnerable Adults

St Mary's Church of England School is committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment.

Your Supporting Statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.

If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, eg gained through training, education, the community etc.

Please continue on separate sheet - up to 2 sides of A4 maximum.

Interview requirements
We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know.

Declaration of Criminal Convictions	
This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be 'spent'. You should also include details of any cautions, reprimands or final warnings.	
Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending?	Yes / No Please select
If yes, please provide details:	
Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become 'spent' immediately, must be considered in relation to this exempt post?	Yes / No Please select
If yes, please provide details:	

Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.

I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS and that The Saints Way Church of England Multi Academy Trust will request my authorisation for such a check to be made.

Signature:

Date:

Disclosure of Interest

Are there any restrictions to you living and working in the UK which might affect your right to work for us (eg needing a work permit/visa)?	Yes / No Please select
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If yes, please provide details:

The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.

If needed, do you have access to transport?	Yes / No Please select
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If needed, do you have a full current UK driving licence?	Yes / No Please select
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The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? If no, please provide details of your other role(s) and the days and hours you work:	Yes / No Please select
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Canvassing of our Directors, Governors and employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. If you fail to declare any relationship with a Governor or employee of The Saints' Way Church of England Multi Academy Trust, your application may be disqualified and, if appointed, you may be dismissed without notice.

Are you related to, or have you formed any relationship (personal, financial or professional) with any current Governor or employee of St Mary's Church of England School? If yes, please provide details:	Yes / No Please select
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<p>Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role?</p> <p>If yes, please provide details:</p>	<p>Yes / No Please select</p>
<p>Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?</p> <p>If yes, please provide details:</p>	<p>Yes / No Please select</p>

<p>How We Protect Your Personal Information</p> <p>We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months; anonymised data will be kept for monitoring purposes</p>

<p>Your Declaration</p> <p>I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.</p>				
<table border="0"> <tr> <td>Signature</td> <td>Date</td> </tr> <tr> <td colspan="2">Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.</td> </tr> </table>	Signature	Date	Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.	
Signature	Date			
Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.				
<p>If you have completed this form on behalf of the applicant, please add your details:</p> <table border="0"> <tr> <td>Name (printed)</td> <td>Contact number</td> </tr> </table>	Name (printed)	Contact number		
Name (printed)	Contact number			

<p>Thank you for taking the time and effort to complete this application form. Please make sure you complete our Equal Opportunities Monitoring Form.</p>



Equal Opportunities Monitoring Sheet

We are keen to gather and use information about job applicants and the workforce in order to continually improve our employment policies and to remove barriers to and within employment.

If you require help to fill in this form please do not hesitate to contact us.

Role applied for		
Grade or Hourly Rate		Full Time Post / Part Time Post Please select

If you do not wish to answer any questions, please leave them blank

Age - What age are you? Please select

16 or under	17 - 24	25 - 35	36 - 45	46 - 55	56 - 65	66 & over
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Gender - What is your gender? Please select

Female		Male	
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Ethnicity - What is your ethnic group?

Please read through carefully before selecting the ethnic group that you feel most closely reflects your background. **Note that the list is in alphabetical order.**

Asian: Bangladeshi	
Asian: Indian	
Asian: Other	
Black: African	
Black: Cornish	
Chinese	
White & Asian	
White & Black Caribbean	
Gypsy/Romany	
White: British	
White: Irish	

Asian: Cornish	
Asian: Pakistani	

Black: Caribbean	
Black: Other	
Chinese: Other	
White & Black African	
Other Mixed	
Traveller or Irish Heritage	
White & Black Caribbean	
Other	

Disability

Do you consider you qualify for protection under the Equality Act 2010?	Yes / No Please select
If the answer is Yes, it would help us to know any barriers you have faced when dealing with us. Please also use this space to make suggestions on how we can improve...	
I do not wish to disclose this information	