

Application Reference:



## Confidential CRB-NT

# Application for Employment

The school values diversity and is striving to be an Equal Opportunity Employer

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

### Please complete in black ink or type

1. Post applied for:

2a. School / Department:

2b. Job Reference:

3. How did you find out about this job?:

### Personal: Please complete all sections to enable your application to be considered

4a. Surname: Dr / Mr / Mrs / Miss / Ms

4b. Previous names: (if relevant)

5. Forename(s):

6a. Address:

6b. Postcode:

7. Date of Birth:

9. N.I. Number:

8a. E-Mail Address:

8b. Daytime Telephone:

8c. Evening Telephone:

8d. Mobile Number:

## 10. Education, job related qualifications and specialised training

(Proof of qualifications will be required)

| School / College | From<br>Month / Year | To<br>Month / Year | Qualifications / Training<br>(Please indicate level, subject(s), grades<br>and dates of award) |
|------------------|----------------------|--------------------|--|
|                  |                      |                    |  |
|                  |                      |                    |  |
|                  |                      |                    |  |
|                  |                      |                    |  |
|                  |                      |                    |  |
|                  |                      |                    |  |

## 11. Present / most recent appointment

|                  |                     |
|------------------|---------------------|
| Job Title:       | Employer's name:    |
| Date Started:    | Employer's address: |
| Date Ended:      |                     |
| Wage / Salary:   |                     |
| Notice Required: | Employer's email:   |

Purpose of job:

**12. Employment background:** Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary / further education.

| From<br>Month / Year | To<br>Month / Year | Place of work / employer (if applicable) | Scale /<br>Grade | Title /<br>Responsibility | Reason for<br>Leaving |
|----------------------|--------------------|--|------------------|---------------------------|-----------------------|
|                      |                    |  |                  |                           |                       |
|                      |                    |  |                  |                           |                       |
|                      |                    |  |                  |                           |                       |
|                      |                    |  |                  |                           |                       |
|                      |                    |  |                  |                           |                       |

12b. Have you ever been dismissed by any of the above employers?

12c. If yes, further details may be requested from you

Yes

☐

No

☐

## 13. References

Please give the name and address of two persons from whom references may be obtained, **one of these should be your current Head Teacher**. Applicants for voluntary aided schools may wish to include a referee from their relevant Church background. If not currently working with children, then one reference should be from a previous employer in a child related role, if applicable. **References from friends or relatives will not be accepted. References will be sought prior to interview.**

**1** Name:

**2** Name:

Employer: ☐ Non-Employer: ☐ (please tick)

Employer: ☐ Non-Employer: ☐ (please tick)

Relationship: (if non-employer):

Relationship: (if non-employer):

Position Held:

Position Held:

Address:

Address:

Tel:

Tel:

e-mail:

e-mail:

## 14. Rehabilitation of Offenders Act 1974, Police Act 1997, Safeguarding of Vulnerable Groups Act 2006, Protection of Freedoms Act 2012

Owing to the nature and location of the work in school, applicants are not entitled to withhold information about convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. See above Acts. **The school will check information provided under this heading.**

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

Yes ☐ No ☐ (please tick)

Are you disqualified or barred from working with children or subject to any sanctions imposed by a regulatory body?

Yes ☐ No ☐ (please tick)

Are you subscribed to the Disclosure and Barring Update Service?

Yes ☐ No ☐ (please tick)

Do you wish to **job share**?

Yes ☐ No ☐ (please tick)

**Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment.**

Are you related to any member of the Council, Senior Officer or Governing Body? If Yes, please give details

Yes ☐ No ☐ (please tick)

### Data Protection Act

In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties.

### Declaration

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.

**Signature:**.....

**Date:**

**Your application, when completed, should be returned to the address stated in the advertisement.**

## 15. Explanation of any gaps

Please explain here any gaps in employment, education or training since leaving full time education.

## 16. Letter of application

Please include any information you feel would help evaluate your suitability for the post. If you are completing this form electronically please paste your letter of application here.

## 17. Relevant skills, knowledge and experience

Please use this page to show how you meet items on the Person Specification.

(Continue on an additional sheet if necessary or type/paste your details here)

Please see the Guidance Notes for further information.

## 18. Fairness in Employment Monitoring

### Strictly Confidential



Job Reference:

Grade:

#### Department:

☐ Adult Services ☐ Children's Services ☐ Development & Regeneration

☐ Chief Executive's ☐ Corporate Resources ☐ Environmental Services

**My present employment** ( I currently work for the council ) : ☐ Yes ☐ No

**My racial Origin:** (please tick appropriate box)

**White**

☐ British ☐ Irish ☐ European ☐ Other

**Black or Black British**

☐ Caribbean ☐ African

**Asian or Asian British**

☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese

**Mixed Race**

☐ White & Black Caribbean ☐ White & Black African

☐ White & Indian ☐ White & Pakistani

**Other Racial Group**

**My gender:** ☐ Female

**My age:** ☐ 16-19 ☐ 20-29 ☐ 30-39 ☐ 40-49

☐ Male

☐ 50-59 ☐ 60-64 ☐ 65+

**My religion:** ☐ Christian ☐ Sikh ☐ Muslim ☐ Hindu ☐ Jewish ☐ Buddhist

☐ None

Any other religion :  
(please write in the box)

**My disability status:** ☐ I am not a disabled person ☐ I consider myself a disabled person  
(please read the definition over the page before answering)

**My caring responsibilities:** ☐ I look after children ☐ I help an adult with her/his daily

For Office Use Only:

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# Valuing Diversity

## Fairness in Employment Monitoring Sheet



The information that you give us on this form will be used for monitoring and will not be used for any other purpose.

The form will be separated from your application as soon as it is received and it will not be passed on to anyone involved in short-listing or interviewing for the post for which you are applying.

## Help us to help you

Turton School is committed to achieving fairness and equality in employment. We want to make sure that all job applicants and employees are treated fairly and are judged solely on their merits and abilities.

One of our most important ways of making sure that we are being fair is by monitoring - counting the people that apply to us for jobs, and those who get our jobs. To help us to do that, please fill out the form on the other side of this page and return it with your application.

## What information are we looking for?

We need different kinds of information for different reasons. We ask about your race, your gender, your age, whether or not you consider you are disabled and your religion so that we can check how closely the numbers of people who apply to us for jobs, or who get jobs with us, match up to the local population.

This tells us a lot about whether our recruitment processes are fair and equally open to everyone. In addition we are asking you to tell us something about your caring responsibilities. By that we mean looking after a child, whether as a parent, guardian or foster parent, or helping an adult carry out their daily routine. This might mean providing assistance to an adult relative or friend who is disabled or has a long term illness. These questions help us to assess the demand for family-friendly policies, such as more flexible working arrangements.

We are also asking about whether you already work for the Council, which helps us to make sure that both internal and external candidates have equal chances of getting Council jobs.

## Disability - Definition

Under the terms of the Disability Discrimination Act 1995 a person has a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.