

Application Form

**Post for which you are applying:**

**Closing Date:**

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| Title: | Last Name: | First Name(s): |
|  |  |  |

|  |  |
| --- | --- |
| Address: | Contact Details: |
|  | Home:  Work:  Mobile:  Email: |

|  |  |
| --- | --- |
| NI Number: | DfES No: |
|  |  |

1. **Qualifications**

Please give details of your further and higher qualifications, specifying your degree, qualified teacher status and any higher qualifications, including the NPQH.

|  |  |  |
| --- | --- | --- |
| Date | Institution | Grade |
|  |  |  |

1. **Current Employment**

|  |  |  |
| --- | --- | --- |
| Job Title: | Employer’s Name, Address and Tel No: | Date Commenced: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Pay Level (UPR or Leadership Spine Point | Other Pay: | Notice Period: |
|  |  |  |

|  |
| --- |
| Outline of Duties and Responsibilities: |
|  |

1. **Previous Employment**

Please list all of your previous jobs, including any with your present employer. Start with the most recent. References may be sought from your previous employers.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Employer’s Name & Address  Brief outline of duties and reason for leaving | Start Date: | Leaving Date: |
|  |  |  |  |

1. **Breaks in Employment History Since Leaving School**

This should include all reasons, such as voluntary work, unemployment, domestic reasons, prison, custody etc.

|  |  |  |
| --- | --- | --- |
| From: | To: | Reason |
|  |  |  |

1. **Membership of Professional Bodies**

Please state whether by election, exemption or examination

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Professional Body | Membership No: | Grade/Level |
|  |  |  |  |

1. **Further Details**

Please provide a covering statement of how your experience, skills and abilities are relevant to the requirements of the post as set out in the person specification.

.

1. **Disciplinary Matters**

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? **YES/NO**

Please include any investigations or actions taken by your professional body. Both spent and unspent matters needs to be disclosed:

|  |
| --- |
| Disciplinary Details: |
|  |

1. **Convictions**

Do you have any criminal convictions? **YES/NO**

Please give details on a separate sheet of any criminal convictions that you may have, which are not excluded by the Rehabilitation of Offenders Act 1974 (date, conviction, sentence etc.) The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered ‘spent’ in terms of the Act.

**Previous checks**

If a check has been previously carried out for you, please provide the name of the Local Education Authority or employing body who undertook it, the outcome and the date it was carried out. It is not sufficient to give the name of an employment agency. If you have a letter giving the result, please attach a copy.

**Local Authority**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Outcome**\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_

1. **Absence**

How many periods of absence have you had through ill-health in your last 2 years of employment?

|  |
| --- |
| Absence Details: |
|  |

1. **References**

* Please give details of two referees whom we may ask about your suitability for the job.
* Please give referee details from two employers, the first of which **must** be your current employer.
* You should not name a relative as a referee.
* References will usually only be taken up if you are selected for interview.
* Any offers of appointment will not be confirmed until we have received a satisfactory reference from your present or most recent employer.

|  |  |
| --- | --- |
| Reference 1: | Reference 2: |
| Name:  Address:  Tel No:  Email:  Occupation:  Working relationship with Candidate:  May we contact this referee prior to interview?  YES/No | Name:  Address:  Tel No:  Email:  Occupation  Working relationship with Candidate:  May we contact this referee prior to interview?  YES/No |

**12. Your Signature**

I certify that, to the best of my knowledge, the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**13. Equal Opportunities**

We believe that equal opportunity is about treating people fairly, openly and honestly and recognising that people all have different needs, cultures, experiences and expectations.

It is our policy to ensure that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of his or her gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

We take positive steps to promote Equality & Diversity in employment.

**Equality Act 2010**

The Equality Act 2010 places a general duty on the Council to promote equality.

This means that in everything we do, we need to:

* Eliminate unlawful discrimination, harassment and victimisation.
* Advance equality of opportunity.
* Foster good relations between different people.

**Policy Statement for Applicants with Disabilities**

Under the Disability Discrimination Act 1995, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

You should be aware that we may ask you to give details of your disability should you be invited to interview. Any supporting information would be helpful.

|  |
| --- |
| Please return this form to:-  Mrs M Bufton, HR Administrator,  The Priory School,  Longden Road,  Shrewsbury,  Shropshire,  SY3 9EE  Email: mbu@tpstrust.co.uk |

# Equality and Diversity Monitoring Form

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. We will use this information for monitoring our recruitment processes and, if you are appointed, for personnel/payroll records.

**Gender** Male 🗆 Female 🗆 Prefer not to say 🗆

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White British 🗆 Black or Black British 🗆 Asian or British Asian 🗆 Mixed 🗆

Chinese 🗆 Other ethnic group 🗆 Prefer not to say 🗆

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the manager running the recruitment process.

**What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

Prefer not to say 🗆 If other, please write in:

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in