

School Job Application template form

Information for Applicants:

1. **Completing the Application Form:**

All sections of the application form must be completed. Incomplete applications will not be accepted. Completed applications should be sent to the address of the school as specified in the advertisement, for processing.

Applicants who complete the application form electronically and want to also include additional information that is relevant to the post they are applying for, may submit this separately, if there is insufficient space to include this on the form. Applicants may also include a letter in support of their application. CVs should not be sent unless it is stated they will be accepted in the advertisement or job details

Applicants who apply online and are shortlisted, will be asked to sign their application at the interview.

2. **Gaps in Employment History:**

Hindhayes Infant School is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. Applicants are therefore required to provide dates and details of their employment history, including any gaps in employment, in their application. Any gaps will also be explored further at interview.

The assessment process and interview will also explore the candidate's motivation and suitability to work with children.

3. **Data Protection Legalisation:**

Data Controller: Hindhayes Infant School

Data Protection Officer contact details: Amy Brittan

Purpose for processing: to run recruitment processes

Legal bases for processing: right to work, safer recruitment.

By law: Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Data sharing: the personal data provided will be shared internally to Hindhayes Infant School. This information may be disclosed to Government Departments where there is a legal obligation to do so.

Data retention: If you become an employee the data will be kept for the duration of the employment plus 6 years. If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.

Your rights: You have the right to ask Hindhayes Infant School for a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the Hindhayes Infant School has no other legal obligation concerning that data. You also have the right to complain to the regulator <https://ico.org.uk/>

Consequences: If you do not supply the information requested on this application form, we will not be able to process your application.

4. **Fitness to Work:**

Hindhayes Infant School has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. The offer of employment will, therefore, be subject to the receipt of

satisfactory health clearance. In some cases, a medical examination may be necessary before an appointment can be confirmed.

5. **Right to Work:**

All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to demonstrate this, the successful applicant will be required to provide original appropriate and relevant documentation that evidences their right to work in the UK or via Right to Work online.

6. **Disclosure of Criminal Convictions:**

Applicants should be aware that it is an offence to apply for a role in a school or an academy if they are barred from engaging in regulated activity relevant to children.

A person will be engaging in regulated activity with children if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
- will be working on a regular basis in a specified establishment, such as a school, for or in connection with the purposes of the establishment, where the work gives opportunity for contact with children; or
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

This post requires a criminal background check via the Disclosure Procedure.

The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings excluding youth cautions, youth reprimands and youth warnings.

7. **Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.** Failure to disclose information concerning such convictions may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.

8. **Equal Opportunities:**

Hindhayes Infant School strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, race, gender reassignment, marital or civil partnership, religion or belief, sexual orientation, sex or pregnancy and maternity.

9. **Interview Expenses** - candidates will not normally be reimbursed for their interview expenses.

However, there are some circumstances when Hindhayes Infant School may make an exception to this. If you would like the school to consider this, then please contact them prior to attending the interview, to discuss this with them. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Governors decide there are extenuating circumstances.

APPLICATION FOR EMPLOYMENT WITH LOCAL AUTHORITY MAINTAINED SCHOOLS

Before completing, please ensure you have read the guidance notes in the application pack or on our website. You may use additional sheets if you need to.

Please return this form to address given in the Advertisement or Application Pack	
Application for the post of	
Name of School	
Job Reference Number	
Closing Date	
How did you hear about this job? (Name of publication if advertised)	

Part A: Personal Details (Block capitals please)

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (If different from Forename)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (If available)	
Email Address Please note that correspondence will be via email whenever possible	
Date of Birth (See note* below)	
*Date of birth must be disclosed if the post involves working with children.	

Part B: Present (or most recent) Employer

Name and Address of Employer			Are you currently employed by an Agency? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give the name of the Agency
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving:			
Please explain why you are applying for this post at this time:			

Part C: Employment History (most recent first)

Please give as much relevant information as possible. For posts working with children, you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer.

Name & Address of Employer (for previous roles in schools please provide type of school, size of school – NOR)	Dates From/To (MM/YY)	Job Role (for previous roles in schools please provide age range taught/ curriculum responsibilities/ subjects)	Final Salary and Reason for Leaving

Part D: Academic, Professional and Vocational Qualifications

Proof of qualifications will be required at interview

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body
* As posts working in schools or academies involve working with children/vulnerable adults, you must provide all dates		
Teacher Status: (to be completed by teachers only)		
Do you hold qualified teacher status?	Yes	No
If you have answered yes, please provide TRN number		
Have you completed an induction year as a Early Career Teacher (previously known as Newly Qualified Teacher?)	Yes	No

Part E: Training/Continuing Professional Development

Please give details of training/development activities which you consider to be relevant to this post.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

Part F: Personal Statement

You may continue on a separate sheet if you need to.

Key Competencies, Knowledge and Skills: Referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.)

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

Part G: Supplementary Information

Personal Transport: For posts which involve travel away from normal place of work:			
Are you willing and able to travel to meet the requirements of the post?	Yes	No	
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:			
Do you consider yourself to have a disability?	Yes	No	Prefer not to answer
If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes	No	Prefer not to answer
Have you ever left care in the UK?	Yes	No	Prefer not to answer
If you have answered "yes" and providing your application meets the essential criteria of the post, would you like to accept a Guaranteed Interview?	Yes	No	Prefer not to answer

PART H: REFERENCES AND DECLARATIONS



References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between. References will not be accepted from colleagues, relations or people who know you solely as a friend. If you do not wish your current employer to be contacted **prior** to interview please tick the box below, **unless** you are applying for a post working with children as below. Please note that if you are successful at interview and are conditionally offered and accept the post, we will commence pre-employment checks which will include contacting **ALL** referees.

If you are applying for a Headteacher post. For applicants currently in a substantive Headteacher post, your referees must be your current Chair of Governors and your Director of Children Services at your Local Authority or equivalent employing body. If you are not a current substantive Headteacher, your referees must be your current Headteacher or equivalent person and your current or most recent Local Authority or equivalent employing body.

Applicants applying for a post in a Catholic or C of E Voluntary Aided School are encouraged to also give the name of a clerical referee.

***For posts working with children all references will be requested before interview.**

Name of first Referee

Job Title of Referee

Name of organisation

Address (including Postcode)

Email address if available

Daytime telephone number

Relationship to you (e.g., supervisor, tutor)

Dates of your employment

From: / To: /

Name of second Referee

Job Title of Referee

Name of organisation

Address (including Postcode)

Email address if available

Daytime telephone number

Relationship to you			
Dates of your employment	From:	/	To: /
Name of clerical Referee (if applicable)			
Job Title of Referee			
Name of organisation			
Address (including Postcode)			
Email address if available			
Daytime telephone number			
Relationship to you			
Dates of your employment	From:	/	To: /
<p>Declaration of Interest: Every applicant applying for a position in Hindhayes Infant School who knows they are related to any to a member of staff, pupil or a governor/trustee must disclose the relationship in their application form. An applicant who fails to disclose this information will be disqualified for appointment to the position and if appointed, may be liable to dismissal.</p> <p>If you do have a relationship with a governor, trustee or staff member, this does not necessarily prevent them from acting as a referee for you.</p>			
Are you related to, or do you have any personal relationships with any of the following at Hindhayes Infant School?		Yes	No
<ul style="list-style-type: none"> • Governors/trustees • Staff • Pupils 			
Name:			
Position:		Relationship:	
Declaration			
<ul style="list-style-type: none"> • I confirm that I am entitled to live and work in the United Kingdom. • I am willing for this data to be held and processed by Hindhayes Infant School and to be verified with relevant third parties. This may include previous employers. • The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. 			
If you complete the form electronically and submit online or via email, please type in your name into the signature box to indicate that you have read and agree to the declaration.			
Signed		Date	

Confidential

Equal Opportunities- Recruitment Monitoring

This form will be kept separate from your application form. It is not referred to during the selection process.

Hindhayes Infant School values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice.

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time, it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff.

If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application to the Recruitment Administrator, the address of which is detailed in the Recruitment Information Pack.

Thank you for completing this information.

This information will be treated in the strictest confidence

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

Post Applied for		Reference No:	
Name:		What is your date of birth?	
Are you? Please tick one of the appropriate boxes against each the questions below			
Gender			
1. <input type="checkbox"/> Female	2. <input type="checkbox"/> Male	3. <input type="checkbox"/> Prefer not to say	
Sexual Orientation			
1. <input type="checkbox"/> Bisexual	2. <input type="checkbox"/> Gay /Lesbian	3. <input type="checkbox"/> Heterosexual	4. <input type="checkbox"/> Prefer not to say
Transgender			
1. <input type="checkbox"/> Yes	2. <input type="checkbox"/> No	3. <input type="checkbox"/> Prefer not to say	
How would you describe your ethnic origin?			
a) White	Z. <input type="checkbox"/> English/Welsh/Scottish/North Irish/British	K. <input type="checkbox"/> Gypsy or Irish Traveller	
	D. <input type="checkbox"/> Irish	Q. <input type="checkbox"/> Any other White Background	
b) Mixed/Multiple Ethnic	H. <input type="checkbox"/> White and Black Caribbean	I. <input type="checkbox"/> White and Black African	
	J. <input type="checkbox"/> White and Asian	S. <input type="checkbox"/> Any other mixed background	
c) Asian or Asian British	E. <input type="checkbox"/> Indian	X. <input type="checkbox"/> Pakistani	G. <input type="checkbox"/> Bangladeshi
	P. <input type="checkbox"/> Chinese	Y. <input type="checkbox"/> Any other Asian background	
d) Black/African /Caribbean/ Black British	T. <input type="checkbox"/> Caribbean	V. <input type="checkbox"/> African	R. <input type="checkbox"/> Any other black background
	e) Other ethnic group		B. <input type="checkbox"/> Any other group
f) Prefer not to say <input type="checkbox"/>			
Do you consider yourself to have a disability or impairment? Under the Equalities Act 2010, a person with a disability is defined as having a physical or mental impairment which has a substantial, long term effect on their ability to carry out normal day to day activities.			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Prefer not to say	<input type="checkbox"/>

If yes, please indicate the nature of your disability.				
<input type="checkbox"/> Physical Impairment	<input type="checkbox"/> Mental Impairment	<input type="checkbox"/> Mobility Impairment		
<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Learning Disability		
<input type="checkbox"/> More than one Impairment	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say		
Which Religious Group do you belong to?				
0 <input type="checkbox"/> Buddhist	1 <input type="checkbox"/> Christian	2 <input type="checkbox"/> Hindu	3 <input type="checkbox"/> Jewish	4 <input type="checkbox"/> Muslim
5 <input type="checkbox"/> Sikh	6 <input type="checkbox"/> No Religion	7 <input type="checkbox"/> Any other religion	8 <input type="checkbox"/> Prefer not to say	

Thank you for completing this information
Please return the questionnaire with your application form.