

APPLICATION FORM

Thank you for your interest.

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

Application for appointment of	at:
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Personal Details

Title	
First Name	
Surname	
Former name(s)	
NI Number	
Address	
Post Code	
Email address	
Telephone number	
Mobile number	

Present or most recent employment

Post held	
School / Establishment	
Number on roll	
Gross salary	
Start date	
End date / period of notice	
Reason for leaving	
Description of key duties and responsibilities	

Previous teaching experience

(Please give details of all previous positions you have held since leaving school, starting with the most recent first)

Name of school and authority	Type of school including age range	number on roll	Post held	Date from	Date to	Reason for leaving

Previous other employment

Name of employer	Post held	Reason for leaving	Date from	Date to

Please give details of any gaps in your employment history

Criminal Convictions

For positions working with children, families and vulnerable adults only.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Please note that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Are you related to or have a close relationship with any existing employee of the School or Governors? Yes/No

If yes, please provide details of their name, job title and your relationship with them.

We check that potential employees are eligible to work in the UK:

Do you have the right to work in the UK? Yes / No

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the governing board will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed: _____

Date: _____

References

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in your organisation.

To comply with safer recruitment practices, references will be taken up on all shortlisted candidates.

Referee one - current or previous employer	
If you are invited for interview may we approach this referee without further reference to you?	Yes / No
Title and Name	
Address	
Telephone number	
Email address	
Occupation	
Relationship to you	

Referee two	
If you are invited for interview may we approach this referee without further reference to you?	Yes / No
Title and Name	

Address	
Telephone number	
Email address	
Occupation	
Relationship to you	

For Voluntary Aided Schools or Academies that were previously voluntary aided only

Governors give particular consideration to your application on the grounds of your religious commitment. Please give the name and address of your Vicar/Rector/Minister, or other suitable person who may be asked for a reference on these matters.

Referee three	
If you are invited for interview may we approach this referee without further reference to you?	Yes / No
Title and Name	
Address	

Telephone number	
Email address	
Occupation	
Relationship to you	

Data Protection

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of successful candidates will be retained for six months, after which time they will be destroyed.

Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.**

