

Application Form for Employment (teaching and support staff)

App No:

For office use only

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.

This form is also available in large print, Braille or an audiotape on request.

Application for the post of: _____

Position Ref No: _____

Name of School / Establishment: _____

Employment History

(Please give details of your current or most recent employment)

Post title	From	To
Employer Name / School / Establishment	Salary / Grade	
Full time / Part Time	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)

[illegible]

Please give details of any gaps in your employment history

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.** This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.

Education / Qualification

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

Qualification Taken	Year	Grade	Date	Name of Educational Establishment

Teachers Only

DFE or DCSF Ref No _____ Date of Qualification _____
Have you completed an induction year as a Newly Qualified Teacher?
☐ Yes
☐ No

Age range qualified to teach	
Subjects qualified to teach	

Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of professional relevant to this position.

Year Course Taken	Course Title	Date	Outcome - <i>grade achieved where relevant</i>

Driving licence – for positions that involve driving only

Do you hold a current, full, driving licence, which is valid for driving in the UK?

- ☐ Yes
- ☐ No

- ☐ Motorcycle
- ☐ Car

Criminal Convictions

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

Shortlisted candidates will be required to complete a self declaration of their criminal record, including spent or unspent convictions. The declaration will also require you to provide any information which would make them unsuitable to work with children or young people.

- ☐ I understand that that it is an offence to apply for the role if I am 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 to them:

References

Please give details of two referees, one of whom must be your present employer, (this will usually be your current headteacher or chair of governors), and the other from your most recent previous employer. This applies to all candidates, including those that are 'internal'. If you are not currently in employment or employed in a school, one of the references must be from the last educational establishment in which you worked. Your referees must have knowledge of your work and character. References will not be accepted from friends or family members.

To comply with safer recruitment practices, references will be taken up on all short-listed candidates, where you have confirmed that the referee can be approached at this stage. Please note, we will seek information about any safeguarding concerns to which you have been subject, whether there is anything that makes you unsuitable to work with children or young people, and whether you have been subject to any formal disciplinary action/warning or capability proceedings.

Referee one – current or most recent employer

If you are invited for interview may we approach this referee without further reference to you?			Yes / No
Name		Title	
Job title			
Email address			
Telephone number			
Address			
Post code			
Relationship to you			

Referee two – previous employer			
If you are invited for interview may we approach this referee without further reference to you?			Yes / No
Name		Title	
Job title			
Email address			
Telephone number			
Address			
Post code			
Relationship to you			

Personal Details

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

To help us monitor the success of our advertising, please state where you saw this position advertised.

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 understand that that it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children. 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 County Council 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: _____

Please note: All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

Equal Opportunities in Employment

The School is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates before interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.

What is your ethnic group?

Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background;

(a) White

- ☐ British
- ☐ Irish
- ☐ Any other White background

(Please write in below)

(b) Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed background

(Please write in below)

(c) Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

(Please write in below)

(d) Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background

(e) Chinese

- ☐ Chinese
- ☐ Any other

(Please write in below)

☐ **Would rather not state**

Do you consider yourself to have a disability?

- ☐ Yes ☐ No ☐ Would rather not state

Which of the following best describes your religion/belief?

- ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh
- ☐ None
- ☐ **Other (please specify)** ☐ **Would rather not state**

Which of the following best describes your sexual orientation?

- ☐ Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Would rather not say
☐ Other

Which of the following best describes your gender?

- ☐ Male ☐ Female ☐ Non-Binary

Date of Birth: / / Age:

Transgender: Is your gender identity the same as your gender at birth?

- ☐
☐ Yes
No

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.