# Application form

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| **Post** |  |
| **School/Service** |  |

## Personal Details

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| **Title** |  | |
| **First Name(s)** |  | |
| **Last name** |  | |
| **Home Address** |  | |
| **Telephone** |  | |
| **Mobile** |  | |
| **Email** |  | |
| **NI Number** |  | |
| **Teacher ref number (if applicable)** | |  |
| **Restrictions to work in UK?** | |  |

## Qualifications and training

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| **Degrees/diplomas obtained in higher education** | | | | |
| **Name of university, college or provider** | **Dates** | | **Course title** | **Grade / outcome** |
| **From** | **To** |
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| **Qualifications obtained from secondary school** | | | |
| **Name of school, college or provider** | **Date achieved** | **Subject** | **Grade / outcome** |
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| **Other course** | | | |
| **Name of school, college or provider** | **Date achieved** | **Subject** | **Grade / outcome** |
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## Employment History

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| **Current employer** | | | | |
| **Name of employer and address** | **Dates** | | **Job Title** | **Full time / Part time** |
| **From** | **To** |
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| **Previous employment, voluntary work or activities (most recent first)** | | | | |
| **Name of employer and address** | **Dates** | | **Job Title** | **Full time / Part time** |
| **From** | **To** |
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| **Interests, activities and hobbies** |
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## Personal Statement

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## Referees

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| **Reference 1: Current employer** | | |
| **Name of organisation** |  | |
| **Address** |  | |
| **Name of referee** |  | |
| **Job title** |  | |
| **Relationship to candidate** |  | |
| **Email** |  | |
| **Telephone** |  | |
| **Can this employer be contact prior to interview/offer?** | |  |

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| **Reference 2** | | |
| **Name of organisation** |  | |
| **Address** |  | |
| **Name of referee** |  | |
| **Job title** |  | |
| **Relationship to candidate** |  | |
| **Email** |  | |
| **Telephone** |  | |
| **Can this employer be contact prior to interview/offer?** | |  |

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| **Reference 3 (if ref 1 & 2 cover less than 5 years working)** | | |
| **Name of organisation** |  | |
| **Address** |  | |
| **Name of referee** |  | |
| **Job title** |  | |
| **Relationship to candidate** |  | |
| **Email** |  | |
| **Telephone** |  | |
| **Can this employer be contact prior to interview/offer?** | |  |

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| **Reference 4 (if ref 1, 2 & 3 cover less than 5 years working)** | | |
| **Name of organisation** |  | |
| **Address** |  | |
| **Name of referee** |  | |
| **Job title** |  | |
| **Relationship to candidate** |  | |
| **Email** |  | |
| **Telephone** |  | |
| **Can this employer be contact prior to interview/offer?** | |  |

## Declaration of fitness for role

Please confirm whether you have any medical impairments or conditions that could directly impact on your performance of the role

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## Declaration of criminal offences

The school is required to give you the opportunity to voluntarily declare convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). You will be provided with a criminal self-declaration form by the school if you are shortlisted for the post. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to have an up to date Disclosure and Barring Service (DBS) Certificate. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

The DBS now offers an update service which keeps DBS certificates up to date and allows employers to make an online check, with an applicant’s consent. This applies where the type and level of check are of the same level and in the same workforce area (e.g. schools).

Please confirm if you currently subscribe to the update service:

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## Declaration

Do you have a close relationship with, and/or are you related to, anyone in school or a school governor? If yes, state details.

I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.

In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.

I hereby declare that information given on this form is complete and accurate.

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| Name | Sign & Date |

## Childcare (Disqualification) Regulations 2009

The Department for Education (DfE) has revised its Statutory Guidance “Keeping Children Safe in Education”.

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences

Upon appointment an education setting may, therefore, require you to sign a declaration confirming that you are not disqualified under those Regulations from working in schools.