CONFIDENTIAL

Job Application Form

PART ONE

Please complete all sections of the form using black ink or type.
The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in HR. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV. **CVs will not be considered if submitted without the fully completed application form.**

General Data Protection Regulations 2018
Information from this form will be processed in accordance with the General Data Protection Regulation (2016/679 EU) Data Protection Bill 2018. Please see attached privacy notice.
In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by the school/academy in accordance with the regulations.

Title of job applied for

Title of job applied for:	Ref:

Personal Details

Mr/Mrs/Miss/Ms/Dr	First Names:	Known as:
Surname:		NI Number:
Previous Surname(s):		
Address: Post Code:		

Telephone Numbers

Home:	Work:
Mobile:	E-mail address:
May we contact you at work? Yes ☐ No ☐	
How can we contact you? Telephone / E-mail / Mobile	

Where did you first see the advertisement for this job? If a newspaper/website, please state which one.

References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.

Present/most recent employer*	Previous employer/other
Organisation: _____	Organisation: _____
Name: _____	Name: _____
Role in Organisation: _____	Occupation: _____
Address: _____	Address: _____
_____	_____
_____	_____
_____	_____
Postcode: _____	Postcode: _____
Phone No: _____	Phone No: _____
E-mail: _____	E-mail: _____

Preferred method of communication:

Letter ☐ E-mail ☐ Letter ☐ E-mail ☐

In what capacity does the referee know you?

- Employer/former employer ☐
- Colleague/former colleague or manager but the reference is given on a personal basis ☐
- Personal ☐

In what capacity does the referee know you?

- Employer/former employer ☐
- Colleague/former colleague or manager but the reference is given on a personal basis ☐
- Personal ☐

If the referee knows you by a different name please state: _____

* If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. We do request that, where possible, references to be taken up prior to interview in line with Safer Recruitment best practice.

Please do not contact my present/most recent employer prior to interview

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CVs will only be accepted in supplement to the fully completed application form. Please write the reference number at the top of your CV. You should not include the equal opportunities information on your CV.

Title of job applied for:	**Ref:**

Name:

Current/Most Recent Appointment

Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

Main Responsibilities

Job related training

Brief details and dates of any training courses attended, excluding further education.

Current memberships of institutions/professional bodies

Please state level of membership, i.e. Graduate, Fellow, and membership number.

Employment History (Please explain any gaps)

(Most recent first) Name of Employer, type of Business and job title	Dates	Duties and reason for leaving

Other Information

Additional skills e.g. languages sign language, keyboard skills.

Education and training

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
Education and training after school (name and town of college/university)			

Supporting Information

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

If you require more space please attach a separate sheet.

Activities and interests away from work which may be relevant to the job applied for.

Rehabilitation of Offenders Act 1974	
All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS. Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see here. 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.	

I confirm that the above information is complete and accurate and I understand that any offer is subject to references which are satisfactory to the school, a satisfactory DBS certificate and Barred List Check, any other checks required by the school and the entries on this form proving to be complete and accurate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed **Date**

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PART TWO – THIS WILL BE DETACHED FROM YOUR APPLICATION FORM AND ONLY REFERRED TO FOLLOWING SHORTLISTING

DIVERSITY

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Gender: Male ☐ Female ☐

Marital Status: Married ☐ Civil Partnership ☐ Single ☐

Date of Birth: **Age**:

Please indicate your ethnic origin

White:		**Mixed:**		**Asian**	
White British	☐	Mixed White/Black Caribbean	☐	Indian	☐
White Irish	☐	Mixed White/Black African	☐	Pakistani	☐
Any other White	☐	Mixed White/Asian	☐	Bangladeshi	☐
		Other Mixed	☐	Other Asian	☐

Black or Black British:		**Other:**	
Black Caribbean	☐	Chinese	☐
Black African	☐	Gypsy/Traveller	☐
Other Black	☐	Other	☐

Nationality (Please State)

How would you define your sexual orientation?

Bisexual ☐ Gay ☐ Heterosexual ☐ Lesbian ☐ Prefer not to say ☐

What is your religious belief?

Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐

No religion ☐ Other (please specify)_____ Prefer not to say ☐

Disability: The Disability Discrimination Act of 1995 and subsequent Equality Act 2010 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? **Yes** ☐ **No** ☐