| staff application form |
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| Applicant Information |
| Application for post of: |
| Name & Title: |
| Current address: |
| Tel No: | Mobile No: | Email: |
| Education (SECONDARY, fURTHER/HIGHER) |
| ESTABLISHMENT (NAME & TOWN) | FROM | TO | QUALIFICATIONS/GRADE/DATE AWARDED |
|  |  |  |  |
| **JOB RELATED TRAINING (INCLUDE MEMBERSHIP OF PROFESSIONAL INSTITUTES, VOCATIONAL & NON-VOCATIONAL COURSES)** |
| INSTITUTE/COURSES STUDIED | FROM | TO | STANDARD OR LEVEL ACHIEVED AND DATE AWARDED |
|  |  |  |  |
| **EMPLOYMENT HISTORY** |
| If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.** |
| Current employer: |
| Post Held: |
| Employer address: | Date Started: |
| Tel No: | Email: |
| Salary: | Other Allowances: | Notice Period: |
| Grade (if applicable): |
| Previous Experience (most recent employer first). Please include details of gaps in employment here. |
| Employer’s Name & Type of Business | Post Held | Date | Reason for Leaving |
| FromMonth Year | ToMonth Year |
|  |  |  |  |  |
| reasons for applying for this post |
|  |
| experience & personal skills |
| **Please give details of all your experience, skills and abilities relevant to the post applied for.** If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. parent governor, playschool assistant, committee member, VSO, treasurer of a club, CAB volunteer etc. Attach a continuation sheet if necessary. |
|  |
| **ADDITIONAL RELEVANT INTERESTS (SUCH AS MEMBERSHIP OF ANY CLUB, LEISURE ACTIVITIES AND HOBBIES)** |
|  |
| References |
| Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. |
| Name | Position | Address | Tel No | Email |
|  |  |  |  |  |
|  |  |  |  |  |
| rehabilitation of offenders act 1974 (exemptions) order 1975 |
| This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”.** The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring Service website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service> |
| **Further information**• If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.• Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.• **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**• It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.• A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.• Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation. |
| where did you see the advertisement for this post? |
|  |
| further information and declaration (please tick as appropriate) |
| Do you hold a full UK driving license? | Yes | No |
| Would you have use of a car for work? | Yes | no |
| Would you require sponsorship (previously a work permit) to take up this post? | yes | no |
| National Insurance Number: |  |
| I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes including analysis for management purposes and statutory returns.In signing this form I give my authority for use of my personal data for these purposes.I hereby confirm that the information I have given above is true.I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any willful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. |
| Signature of Candidate: | Date: |
| equalities monitoring form |
| We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.This information will be treated confidentially and will not be used in any part of the selection process. |
| **Post Applying For:** |  |
| **Name:** |  |
| **Date of Birth:** |  |
| **Gender:** | Male | Female |
| **Nationality:** | British | Irish | Other EU Country | Other Non EU Country |
| **Ethnicity:**Please indicate your ethnic origin (please tick as appropriate): |
| **A White** | **B Mixed** | **C Asian & Asian British** |
| British | White & Black Caribbean | Indian |
| Irish | White & Black African | Pakistani |
| Other White Background \* | White & Asian | Bangladeshi |
|  | Other Mixed Background \* | Other Asian Background \* |
| **D Black & Black British** | **E Chinese or other group** |  |
| Caribbean | Chinese | I do not wish to disclose my ethnic origin to The Romsey Community School |
| African | Any Other Background \* |  |
| Other Black background \* |  |  |
| \* Please indicate any other ethnic background |  |
| **Sexual Orientation:**Please indicate your sexual orientation: |
| Heterosexual | Transsexual | Bisexual |
| Gay | Lesbian | Other |
| I do not wish to disclose my sexual orientation to The Romsey Community School |
| **Disability**Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual’s ability to carry out normal day to day activities.Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment. |
| Do you consider yourself to have a disability? | Yes | No | I do not wish to disclose my disability data to The Romsey Community School. |
| **Thank you for completing this form.****Please return in a sealed envelope with your application form stating your name and post applying for.****The above information will not be shared with the selection panel prior to interview.****The information will be retained, confidentially, and used for payroll/monitoring purposes.** |