



## CONFIDENTIAL

### APPLICATION FORM

Please complete in black ink

POST APPLIED FOR:	SCHOOL NAME:
DEPARTMENT:	CLOSING DATE:
<b>1. PERSONAL DETAILS (PLEASE COMPLETE IN BLOCK LETTERS)</b>	
Surname:	Forenames:
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)	Date of Birth:
Address for Correspondence:	Permanent Address (if different):
Postcode:	Postcode:
Home telephone no:	Mobile telephone no:
Work telephone no:	Email address:
National Insurance No:	DFE reference number (if applicable):
<b>2. PRESENT, OR LAST EMPLOYER</b>	
Name and address of employer:	Name and address of establishment where employed (if different):
Postcode:	Postcode:
Present post:	Date appointed:
Current annual salary:	Hours worked per week (F/T or P/T):
Range: Point on pay spine:	Additional allowances:
Age range of pupils (if applicable):	Number on roll (if applicable):
Notice required (if applicable) or leaving date, if last appointment:	
Reason for leaving or seeking other employment:	
Brief description of duties:	

### 3. PREVIOUS EMPLOYMENT HISTORY

(Starting with the most recent first). Include any periods of unremunerated activity, including voluntary work experience, periods of unemployment or family care duties. (Please continue on separate sheet if necessary)

Employer name & address	Job title/post	Salary/Scale/TLR	Full or part-time (if part-time, give hours or sessions)	Dates (month/year) From To		Reason for leaving

**4. EDUCATION AND TRAINING Post 16 education and training (including teacher training)**  
(Please continue on separate sheet if necessary)

Secondary School/College/University	Qualifications gained (state level)	Grade/Class achieved	Full or Part-time	Dates (month/year) From To		Date of award

## Details of Teacher Training (if applicable)

If qualified since 1999, please give date when Newly Qualified Teacher Status (QTS) awarded: \_\_\_\_\_

For newly qualified teachers only – please confirm current status of Induction Period including dates/outcomes of reviews:

1<sup>st</sup> Review:

2<sup>nd</sup> Review:

3<sup>rd</sup> Review:

EYFS/ Primary / Secondary / Further  
*(please delete)*

Age range for which trained \_\_\_\_\_

Main teaching subject: \_\_\_\_\_

Subsidiary subject(s): \_\_\_\_\_

### 5. OTHER TRAINING COURSES / INSET RELEVANT TO THIS POST

(Please continue on separate sheet if necessary)

Organising body	Course title	Length of course	Date completed

### 6. MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

## **7. INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. Continue on a separate sheet(s), if necessary. Please ensure that your name and job title are clearly marked on all separate sheets.

## 8. REFEREES

Please provide details of two referees below. Friends and relatives are **NOT** acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

We reserve the right to approach any previous employer or manager in relation to the application.

Name:	Name:
Organisation:	Organisation:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
Email address:	Email address:
How long known?	How long known?

Do you give consent to us contacting your present employer prior to interview? YES/NO

If no, please give reason(s) \_\_\_\_\_

## 9. PENSION (Teachers only)

Please give details of any pension scheme to which you have contributed:

\_\_\_\_\_

If you have opted out of the Teachers' Pension Scheme please give details:

\_\_\_\_\_

Have you elected to have your part-time relief employment treated as pensionable? YES/NO

If YES, please give date of election:

## 10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

## 11. DISCLOSURE OF CRIMINAL BACKGROUND

Legislation provides that we are required to check the criminal background of those employees whose jobs give them access to children. Successful candidates will be required to provide the necessary documentation in order to complete a Disclosure and Barring Service form.

Applicants will be asked if they have any 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). For further information please see the guidance on the Gov website – <https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>.

Decisions to appoint will be subject to consideration of the outcome of an enhanced Disclosure and Barring Service (DBS) check, which the employee will need to share with the school.

Please answer the following questions.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

YES/NO

Are you at present the subject of a criminal charge?

YES/NO

If YES to any of the above questions, please give brief details including dates.

We are committed to safeguarding and promoting the welfare of children, young and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the school's Child Protection Policy that outlines the duties and responsibilities of the employer and all employees.

## 12. GENERAL

Are you interested in Job Share?

YES/NO  
(please delete as appropriate)

Please give details of any dates within the next 2 months when you will not be available for interview. However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.

Have you lived or worked outside of the UK for a period of six months or more in the last five years?  
If yes, an overseas Criminal Check will be required.

YES/NO

Do you hold a current full driving licence?

YES/NO

Do you have regular use of a vehicle?

YES/NO

You are required to declare below any relationship with, or to, a member of Greater Nottingham Education Trust Governing Body or a member of staff at Greater Nottingham Education Trust. You must also declare any relationship with a member of the Governing Body or member of staff at the school to which you are applying.

Please state name and position and your relationship to them:

Have you ever been the subject of formal disciplinary proceedings in any employment? If yes, please give details including dates. YES/NO

### 13. EQUALITY ACT 2010

The Equality Act 2010 permits us to enquire if you have any health issues or a disability for the purposes of ensuring we give you a fair selection interview. The Equality Act 2010 defines disability as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities." The Act requires an employer to make "Reasonable Adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.

Do you consider yourself to have a disability? Yes ( ) No ( )

If you have answered Yes to the above, please answer the following question:

Is there any information that we need in order to offer you a fair selection interview?

### 14. DATA PROTECTION

The personal information collected on this form will be processed in order to manage your application. All personal information will be processed and retained in accordance with data protection legislation and regulations. You can ask our Data Protection Officer about your legal rights regarding personal information or you can contact the Information Commissioner whose website is [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).

### 15. APPEALS PROCEDURE

We operate a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability, gender, belief or religion, or age, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Chair of Governors of the school (at the address shown in the advertisement/information pack). Please state the post title, location and the grounds on which it is considered that the discrimination has occurred.

### 16. HOW DID YOU FIND OUT ABOUT THIS VACANCY?

NCC website	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>
TES	<input type="checkbox"/>	Social Media	<input type="checkbox"/>
Total Jobs	<input type="checkbox"/>	School website	<input type="checkbox"/>
Fish4Jobs	<input type="checkbox"/>	GNET website	<input type="checkbox"/>
Other	<input type="checkbox"/>	Please specify	_____

## 17. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form are true and correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I consent to the collection, storage and use of my race, disability, gender, belief or religion, and age details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of the school's Equal Opportunity policy.

I confirm that I have a legal right to work in the UK and if this application is successful, I will provide appropriate documentary evidence to prove this, prior to commencing work with the school.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please return your completed form to the email or postal address on the advert to arrive by the closing date.**

**If you have not received a reply within the next 4 weeks, you should assume that your application has been unsuccessful.**



## EQUALITY & DIVERSITY MONITORING FORM

### Greater Nottingham Education Trust Equality in Employment Statement

*This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the recruitment panel.*

We are committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of services and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the recruitment and selection monitoring information detailed below and overleaf.

Please tick ☒ as appropriate

**GENDER:** Male ☐ Female ☐ Other (Please specify) \_\_\_\_\_ Prefer not to say ☐

**YOUR AGE:** 16-25 ☐ 26-35 ☐ 36-45 ☐ 46-55 ☐ 56 & over ☐

**YOUR SEXUAL ORIENTATION:** Please state: \_\_\_\_\_ Prefer not to say ☐

#### YOUR ETHNICITY:

##### WHITE

British ☐  
Irish ☐  
Gypsy/Romany ☐  
Other White ☐  
Please specify \_\_\_\_\_

##### MIXED (DUAL HERITAGE)

White and Black Caribbean ☐  
White and Black African ☐  
White and Asian ☐  
Other Mixed ☐  
Please specify \_\_\_\_\_

##### ASIAN OR ASIAN BRITISH

Indian ☐  
Pakistani ☐  
Bangladeshi ☐  
Other Asian ☐  
Please specify \_\_\_\_\_

##### BLACK OR BLACK BRITISH

Caribbean ☐  
African ☐  
Other Black ☐  
Please specify \_\_\_\_\_

##### OTHER ETHNIC GROUP

Chinese ☐  
Other Ethnic Group ☐  
Please specify \_\_\_\_\_

#### YOUR RELIGION OR BELIEF:

Christian ☐  
Hindu ☐  
Jewish ☐

Sikh ☐  
Muslim ☐  
Buddhist ☐

No religion ☐  
Other (please specify) \_\_\_\_\_