



Application Form

CONFIDENTIAL

Please complete ALL sections. Sections 1 -6 of the application form will be used to shortlist candidates for interview.

POST APPLIED FOR:

CLOSING DATE:

1. PERSONAL DETAILS (please complete in block letters)

Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)

Last Name:

First name(s)

Address for Correspondence:

Postcode:

Home telephone no:

Mobile telephone no:

Date of Birth:

Work telephone no.
Extension (if applicable):

Email address:

National Insurance No

GTC No (if applicable)

2. PRESENT OR LAST EMPLOYER

Name and address of employer:

Name and address of establishment where employed (if different):

Postcode:

Postcode:

Nature of business:

Job title:

Present annual salary or weekly income (gross):

Hours worked per week:

Other benefits (if applicable):

Date appointed:

Notice required or leaving date if already left

Reason for leaving:

Brief description of duties:

3. PREVIOUS EMPLOYMENT

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

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

4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on separate sheet if necessary). Please start with the most recent.

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application.

NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

Please continue to expand this section or continue on a separate sheet as necessary.

6. 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 him/her. 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.

The Trust reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
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 <input type="checkbox"/> NO <input type="checkbox"/>	

7. PROTECTION OF CHILDREN

The Trust required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception 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. Further guidance on 'protected' convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can carried out if you are offered an appointment. If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Trust During the course of your employment with the Trust should you be arrested by the Police you are obliged to notify the Chair of the Board of Directors of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

Please answer the following questions.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
Have you ever been received a caution?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
Do you have any convictions, cautions, bindovers or prosecutions pending?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
Are you disqualified from childcare, either directly or by association?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. Successful candidates will also be required to complete a declaration in respect of the disqualification from childcare requirements.

8. GENERAL

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 an employee of the Trust. Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

YES ☐ NO ☐

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

9. EQUALITY & REASONABLE ADJUSTMENTS

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below.

Do you consider yourself to be disabled?

YES ☐ NO ☐

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

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. DATA PROTECTION ACT

The personal information collected on this form will be processed on computers to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. We are under duty to protect the public funds that we administer and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

12. 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 is 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 confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signed	Date
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Please return your completed form by email, post or by hand by the closing date to:

office@oaktreelane.notts.sch.uk

OR

Oak Tree Primary School and Nursery, Jubilee Way North, Mansfield, Nottinghamshire, NG18 3PJ