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| **Part 1: Information used for Shortlisting**  |
| **1. Vacancy details** |
| Post for which you are applying:  |
| School: | Closing Date: |
| Please return this form directly to the school via:Email: recruitment@haughmondfed.net *(please apply password encryption before sending)* Address: Haughmond Schools, Featherbed Lane, Shrewsbury, SY1 4QN If you would like an acknowledgement of your application, please request this in your email/with your application. Acknowledgement will be sent via email. |
| **2. Personal details** |
| Surname: | Initials: |
| Home Address: | Preferred contact number:  |
| Postcode: | Alternative contact number:  |
| NI Number: | Email address: |
| Teacher DfE Number (if applicable): |

**Haughmond Schools Employment Application Form**

Notes to applicants:

* Please note that we do not accept CVs (curriculum vitae).
* We will decide whether to invite you for interview on the basis of information given by you on this application form. Only **fully completed application forms** will be considered for shortlisting.
* When you sign and return this form, you are giving us permission to process and hold on computer, the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal.
* This information will also be held on your personal file, if you are appointed.
* The data may be used by Severn Bridges Multi-Academy Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records.
* If selected to attend for interview, you will usually be contacted, by email, with further details of the interview date, time etc. Please ensure that you check your emails on a regular basis.

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| **3. Present employment (If you are currently unemployed please leave blank)** |
| Job title: | Basic pay/grade: |
| Employer's name: | Other pay/benefits: |
| Address: | Date started: |
| Postcode: | Period of notice: |
| Telephone number: | May we contact you on this number? |
| Outline of duties and responsibilities: |

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| **4. Employment History** |
| * Please list all of your previous jobs including any with your present employer. Start with the most recent.
* References may be sought from your previous employers.
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| Job title: | Date started: |
| Employer’s name: | Date left: |
| Location of work: | Reason for leaving: |
| Brief outline of duties: |  |

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| Job title: | Date started: |
| Employer’s name: | Date left: |
| Location of work: | Reason for leaving: |
| Brief outline of duties: |  |

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| Employer’s name: | Date left: |
| Location of work: | Reason for leaving: |
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| Job title: | Date started: |
| Employer’s name: | Date left: |
| Location of work: | Reason for leaving: |
| Brief outline of duties: |  |

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| **5. Breaks in Employment**  |
| Please provide details of any gaps in your employment history since leaving full-time, secondary education. Include time away from the workplace to study, care for family members, to live and/or work overseas etc |
| From: | To: | Reason: |
| From: | To: | Reason: |
| From: | To: | Reason: |
| From: | To: | Reason: |

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| **6. Education and Qualifications** |
| Please give details of secondary, further and higher education qualifications achieved. Start with the most recent. Insert ‘none’ if you have no qualifications. |
| Date obtained | Institute details (eg College etc). Qualification gained or pending, and subject | Grade obtained |
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| **7. Training/Competencies/Languages** |
| Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved, other competencies and language ability other than English. |
| Date | Course title | Course Provider |
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| Languages |  |

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| **8. Membership of Professional Bodies Membership of professional bodies (Please state whether by election, exemption or examination)** |
| Professional Body Name | Membership Number | Grade/Level of Membership | Expiry Date of Membership |
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| **9. Other Relevant Experience** |
| *With reference to the* ***essential*** *and* ***desirable*** *criteria, as set out on the* ***Person Specification****, please evidence the personal qualities, skills, knowledge and experience you feel you could bring to this role.*  |
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| **10. Relationship to MAT members, trustees, governors or employees** |
| Please give the details of any MAT members, trustees, governors or employees of the MAT to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal.  |
| Name: | Relationship: |

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| **12. Online Checks** |
| In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.The panel may ask you specific questions about any information obtained via this online search if appropriate.All information given/obtained will be treated as strictly confidential and will be stored securely. |

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| **13. References** |
| * Please give details of two referees whom we may ask about your suitability for the job.
* You are requested to give referee details from two employers, **the first of which must be your current or most recent employer** or a school/education setting. If you are not currently working with children but have done so previously, please provide a referee from your most recent employment involving work with children.
* References will not be accepted from relatives or from people writing solely in the capacity as friends.
* **In line with the statutory guidance set out in Keeping Children Safe in Education, it is normal practice to take up references on shortlisted candidates prior to interview.**
* The school will observe a request not to approach a current employer at this stage in the recruitment process, on the basis that, in any event, satisfactory references will be sought and confirmed as part of a conditional offer of employment.
* Please ensure you provide a correct email address as this will be the main contact method used.
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| **Reference 1** |
| Name: | Job Title: |
| Organisation: | Working relationship to candidate: |
| Address: | Contact number: |
| Postcode: | Email: |
| Can we contact this referee prior to interview?  |

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| **Reference 2** |
| Name: | Job Title: |
| Organisation: | Working relationship to candidate: |
| Address: | Contact number: |
| Postcode: | Email: |
| Can we contact this referee prior to interview?  |

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| **Part 2:** This section will be separated from **Part 1** on receipt of your completed application form. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used as part of the selection process.  |
| **A: Regulated Activity and the Declaration of Convictions, Cautions etc**   |
|  Under the Criminal Justice & Courts Services Act 2000, it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work defined as ‘regulated activity’.  The position you are applying for is “regulated activity” and as such is subject to an Enhanced DBS check with children’s barred list information.  Criminal records, where disclosed by the DBS, will be assessed pragmatically and on an individual basis by the school in conjunction with Shropshire HR. Any decision not to appoint somebody because of their conviction(s) is made in line with the school’s policy on the recruitment of ex-offenders.  In accordance with Keeping Children Safe in Education 2021, all shortlisted applicants are required to disclose details of:  * any previous ‘unspent’ criminal convictions
* any cautions which have not expired
* any bind-overs, warnings or reprimands
* any pending prosecutions

 As the post you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975), you are required to disclose all spent convictions and cautions, except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013).  Protected data is not subject to disclosure to employers on a DBS certificate and so cannot be considered when making a recruitment decision.  Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website.](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)  If you are invited to attend for interview, you will be required to disclose your criminal record on a **Self-Disclosure Declaration Form** issued by the school.Any information provided through this process will be treated in strictest confidence.  The **Self-Disclosure Declaration Form** must be completed and returned in advance of the interview to enable the interview panel to review the information, so that it can be discussed and considered at interview and before a DBS certificate is received.  Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration for appointment. An offence will only be taken into consideration if it would make you unsuitable for the type of work you are applying for.   |

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| **B: Prohibitions & Childcare Disqualifications**  |
|  Teacher prohibition and interim prohibition orders prevent a person from carrying out teaching work as defined in the Teachers’ Disciplinary (England) Regulations 2012 in schools and other settings.  In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that an individual is not subject to a prohibition order or an interim prohibition order.  The Teachers’ Disciplinary (England) Regulations 2012 apply to schools and sixth form colleges and any person that is subject to a prohibition order is prohibited from carrying out teaching work in those establishments. All shortlisted applicants invited to interview are required to state that they are not subject to a prohibition order or an interim prohibition order.  Checking that an individual is not subject to disqualification under the Childcare Disqualification Regulations 2018 is an additional requirement to the general child safeguarding arrangements provided under the Disclosure and Barring Service (DBS).  Relevant checks will be carried out for individuals appointed to work with children aged 5 and under, including reception classes, and staff appointed to work in wraparound care for children up to the age of 8, such as breakfast clubs and after school care.  |

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| **C: Checks on Identity, Right to Work in the UK & Medical Questionnaires**  |
| All offers of appointment are conditional until satisfactory completion of mandatory pre-employment checks, to include the verification of identity and the right to work in the UK.  In line with the statutory guidance set out in Keeping Children Safe in Education 2021, in order to prove your identity, you will be asked to present your birth certificate, where this is available.  The right to work in the UK will be established in line with government guidelines, and before the offer of employment can be confirmed. Further guidance is available via the [government website.](https://www.gov.uk/prove-right-to-work)  Should a conditional offer of employment be made, a pre-employment medical questionnaire will be issued, and the preferred candidate may be required to undergo a medical examination.  |

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| **D: Declaration of Conflict & Canvassing**  |
| To ensure fairness and transparency throughout the recruitment process, applicants are required to state any relationship with or to a member of staff, a governor of the school or anyone elected to or employed by Shropshire Council.  Canvassing, directly or indirectly, an employee, school governor, an Officer or Member of Shropshire Council will disqualify the application.  |

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| **E: Data Protection**  |
|  The personal information collected in **Part 1** and **Part 2** of the application form will be processed in compliance with the GDPR and associated Data Protection regulations.  In completing and submitting the application form, you give your consent for the information provided to be processed as part of the recruitment and selection process administered by the school. If appointed, you give your additional consent to the information being processed for employment purposes, as defined in legislation.  The information you provide may be disclosed, as appropriate, to governors, the school’s appointed Occupational Health service provider, the Teachers Pensions Agency, the Department for Education, payroll and HR providers and any other relevant statutory body or agency.  All completed application forms for appointed candidates form the basis of the contract of employment and will be processed and stored in strictest confidence and accessed only by those entitled to see the information for the purposes of employment.  Application forms for unsuccessful applicants will be stored securely for a maximum of six months, after which time they will be confidentially destroyed.   |

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| **Equal Opportunities & Recruitment Monitoring**  |
|  The Equality Act 2010 places a general duty on schools to promote equality. It is a matter of policy and practice that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of their gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will be used for monitoring purposes, only, and will not be used in assessing and or scoring your application or during the interview process. **This page** will be separated from **part 1** and **part 2** and processed in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section D.  |

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| **Post Title:**  |  | **Date of Birth:** |  |
| **Ethnicity**  | **Workforce Census Code**  | **Enter** **‘X’**  | **Religion or belief**  | **Enter ‘X’**  |
|  White  | WBRI  | British/ English/ Welsh/ Northern Irish/ Scottish  |   | Christian (including Church of England, Catholic, Protestant and all other Christian denominations)  |   |
|   | WIRI  | Irish  |   | Buddhist  |   |
|   | WIRT  | Traveller of Irish Heritage  |   | Hindu  |   |
|   | WROM  | Gypsy / Roma  |   | Jewish  |   |
|   | WOTH  | Any other White background  |   | Muslim  |   |
| Mixed  | MWBC  | White and Black Caribbean  |   | Sikh  |   |
|   | MWBA  | White and Black African  |   | Prefer not to say  |   |
|   | MWAS  | White and Asian  |   | Other, please state below  |   |
|   | MOTH  | Any other Mixed background  |   |    |  |
| Asian or Asian British  | AIND  | Indian  |   | **Sexual Orientation**  | **Enter** **‘X’**  |
|   | APKN  | Pakistani  |   | Bi-sexual  |   |
|   | ABAN  | Bangladeshi  |   | Gay man  |   |
|   | CHNE  | Chinese  |   | Gay woman  |   |
|   | AOTH  | Any other Asian Background  |   | Heterosexual  |   |
| Black or British  | BCRB  | Black-Caribbean  |   | Other  |   |
|   | BAFR  | Black-African  |   | Prefer not to say  |   |
|   | BOTH  | Any other Black background  |   | **Gender**  | **Enter ‘X’**  |
| Other ethnic group  | ARAB  | Arab  |   | Female  |   |
|   | CHNE  | Chinese  |   | Male  |   |
|   | REFU  | Refused/Prefer not to say  |   | Transgender  |   |
|   | OOTH  | Any other ethnic group  |   | Prefer not to say  |   |
| **Disability Confident Scheme:** *Shropshire Council operates an interview guarantee scheme for people with a disability who meet the essential criteria of the post, as assessed via a fully completed application form. (NB: The Equality Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”)*  |
| **Disability: Do you consider yourself to have a disability?** Please state ‘YES’, ‘NO’ or ‘PREFER NOT TO SAY’ |  |
| **Please tell us where you heard about this vacancy:** |  |

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| **Applicant Declarations:**  |
|  * I confirm that, to the best of my knowledge and belief, the information I have provided in **Part 1** and **Part 2** of this application form is correct.

 * I understand that to provide false, misleading or misrepresentative information will result in my application being rejected, the withdrawal of any offer of employment, summary dismissal if I am in post, and possible referral to the other agencies and statutory bodies.

 * I understand and accept that the information I have provided may be used in accordance with section Part 2: above, and that checks may be carried out to verify the contents of my application form.

 * I agree that the information I provide in connection with this application for employment may be stored and processed for the purpose of personnel management.

 * I understand that failure to disclose any relationship with an employee/officer of the school/Local Authority, providing information which is untrue, or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment, I may be liable to dismissal without notice.
* I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

 * I confirm that I can provide documentary proof of my right to work in the UK
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| Signature of Applicant:  |  |
| Print Name:  |   |
| Date:  |   |

**NB:** you may complete and return this form electronically.

Should your application be shortlisted, a hard copy of your completed application form will be required to be signed, at school, in advance of your interview.

Please save a copy of this application form for your own records before sending it to the school as an attachment