APPLICATION FORM St Matthew's CE (Aided) Primary School and Nursery Centre

Please complete the relevant parts of this form

Job Title :	**Application to be returned to the school:**
Closing Date:	
Vacancy Number:	**or alternatively email it to**

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family name Previous names known by:	Initials	Contact Tel No . Email Address
Correspondence Address Postcode		If this post is available for job share, do you wish to be considered on this basis?
Teaching posts only. Teacher Reference No:		

2. EDUCATION AND TRAINING

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

Name of School/College/University/Professional Body/Institution	Period of study or Membership	Subject and type of qualification or course	Grade/Membership Number

3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title	
Employer and Address: Tel. No. May we contact you on this number?	Date appointed: Date left (if applicable): Reason for leaving:
Present wage/salary £ Please specify type and value of any allowance included in the above	Notice required/date available for employment

4. PREVIOUS EMPLOYMENT/EXPERIENCE

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

Name and address of Employer	Post Title/Brief outline of duties (including Salary/Grade)	Dates	Reason for leaving

5. GAPS IN EMPLOYMENT

Please detail below any gaps in your employment or education

6. SUPPORTING STATEMENT

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and location of the post for which you are applying. C.V.'s are not accepted and if included will not be forwarded to the shortlisting panel.

7. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this please contact the school directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.
*Please indicate if this is a work or personal referee.

1. Name Address Tel. No. Email: Occupation Work/Personal*	2. Name Address Tel. No. Email: Occupation Work/Personal*

8. OTHER INFORMATION

Are you, to your knowledge, related to any employees or member of the schools Governing Body or Trustees?

If yes, please give details:

Name **Relationship**

Criminal Convictions

The amendments to the Exceptions Order 1975 (2013, 2020 & 2023) 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 Ministry of Justice website.

Rather than a disclosure section on application forms (where they can be seen by shortlisters or others), KCSIE 2023 states that only shortlisted applicants should be asked to provide any information about unspent and unprotected criminal records.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not “protected” in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the DBS filtering guide.

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.

9. YOUR SIGNATURE

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature of applicant **Date**

For office use only
Reason for not shortlisting:

Reason for not appointing:

IN ORDER FOR US TO MONITOR OUR COMMITMENT TO EQUALITY OPPORTUNITIES PLEASE COMPLETE THE FORM OVERLEAF

EQUAL OPPORTUNITIES MONITORING FORM

In order to measure the effectiveness of our commitment to Equal Opportunities, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes.

This information is separated on receipt of your form and is not seen by anyone involved in short listing your application. You do not have to complete all of this section if you don't want to.

Please complete in **BLOCK CAPITALS**

Post Title:.....**Job Reference**:.....

Full names (including name and surname(family name):**Mr/Mrs/Miss/Ms/Dr/Other**.....

……

What is your date of birth? __ / __ /_____ **What is your gender?** Male ☐ Female ☐

Do you have any long-standing illness or disability that limits your daily activity?

Yes ☐ No ☐ Rather not say ☐

Are you caring for someone who has a long-standing illness or disability that limits their daily activities?

Yes ☐ No ☐ Rather not say ☐

Do you belong to any particular religion or hold particular beliefs?

Christian ☐ Hindu ☐ Muslim ☐ Sikh ☐ Other (please state) ……..…. No religion ☐

Rather not say ☐

What is your ethnicity (please tick ✓)?

White		**Mixed/multiple ethnic groups**		**Asian/Asian British**		**Black/African/ Caribbean/Black British**		**Other ethnic group**	
English/Welsh/ Scottish/ Northern Irish/British		White and Black Caribbean		Indian		African, please write country of origin		Arab, please write country of origin	
Irish		White and Black African		Pakistani		Caribbean		Chinese	
Gypsy or Traveller		White and Asian		Bangladeshi		Any other Black/African/ Caribbean/ Black British background, please write in		Any other ethnic group, please write in	
Polish		Any other mixed/multiple ethnic background, please write in		Any other Asian background, please write in					
Any other white background, please write in									

What is your sexual orientation? Straight/heterosexual ☐ Lesbian/Gay ☐ Bi-sexual ☐ Rather not say ☐

Would you describe yourself as trans-gender? Yes ☐ No ☐ Rather not say ☐

Are you an agency worker? Yes ☐ No ☐

Are you currently employed by Telford & Wrekin Council? Yes ☐ No ☐

If YES please enter your employee number.....

How did you find out about this vacancy?.....