App No:
For office use only

Application Form for Employment (teaching and support staff)

Thank you for your interest.

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

This form is also available in large print, Braille or on audiotape on request.

Application for the post of _____ **Position Ref No** _____

Name of School / Establishment _____

Employment History

(Please give details of your current or most recent employment)

Post Title	**From** **To**
Employer Name/ School / Establishment	**Salary / Grade**
Full time / Part time	**Period of notice**
Reason for leaving	
Description of key duties and responsibilities	

Previous Employment (Please give details of all previous positions you have held since leaving school, starting with the most recent first).

				Teachers Only Section			
From	**To**	**Employer/ Schools/ Establishment**	**Position Title**	**Type of school (primary, secondary, special)**	**FT/PT or Supply**	**Age range taught**	**Reason for leaving**

Please give details of any gaps in your employment history

Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate.
It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum. This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.

Relevant skills and experience continued

Education/Qualification

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

Qualification Taken	Year	Grade	Date	Name of Educational Establishment

Teachers Only

DFE or DCSF Ref No _____ Date of qualification _____

Have you completed an induction year as a Newly Qualified Teacher? **Yes** ☐ **No** ☐

Age range qualified to teach	
Subjects qualified to teach	

Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of professional relevant to this position.

Year Course Taken	Course Title	Date	Outcome – grade achieved where relevant

Driving licence – for positions that involve driving only

Do you hold a current, full, driving licence, which is valid for driving in the UK?

Yes ☐ **No** ☐
Motorcycle ☐ **Car** ☐

Criminal Convictions

For positions not involving work with children, families and vulnerable adults.

(A criminal conviction is not necessarily a bar to employment.)

Do you have a criminal conviction which is unspent? **Yes** ☐ **No** ☐

Or pending against you? **Yes** ☐ **No** ☐

For positions working with children, families and vulnerable adults only.

Have you ever been convicted of a criminal offence? **Yes** ☐ **No** ☐

Is the offence "spent" as defined by the Rehabilitation of Offenders Act 1974? **Yes** ☐ **No** ☐

Do you have a criminal conviction which is unspent? **Yes** ☐ **No** ☐

Or pending against you? **Yes** ☐ **No** ☐

Are you related to or have a close relationship with any existing employee of the School or Governors?

Yes ☐ **No** ☐

If yes, please provide details of their name, job title and your relationship to them.

References

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation. In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members**. To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Therefore, please provide us with full details of your referee's e-mail address.**

Referee One: This referee must either be your current or previous employer

If you are invited for interview may we approach this referee without further reference to you?

Yes ☐ No ☐

Name: _____

Job title: _____

Email: _____

Address: _____

_____

_____

_____

Post Code: _____

Relationship to you: _____

Telephone No: _____

Referee Two:

If you are invited for interview may we approach this referee without further reference to you?

Yes ☐ No ☐

Name: _____

Job title: _____

Email: _____

Address: _____

_____

_____

_____

Post Code: _____

Relationship to you: _____

Telephone No: _____

Personal Details

Can you please ensure that you complete this section fully as this will enable us to contact you if you are invited to the next stage of the process.

First Name:	Title:
Surname:	
Former name(s):	
Address:	
Post code:	Tel no:
Mobile no:	Email Address:

To help us monitor the success of our advertising, please state where you saw this position advertised.

I confirm that I am not included on the list (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the County Council will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed: _____ Date: _____

Equal Opportunities in Employment

The School is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.
Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.
This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.
What is your ethnic group?
◆ Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background:

(a) White
☐ British
☐ Irish
☐ Any other White background
please write in below

(b) Mixed
☐ White and Black Caribbean
☐ White and Black African
☐ White and Asian
☐ Any other mixed background
please write in below

(c) Asian or Asian British
☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background
Please write in below

(d) Black or Black British
☐ Caribbean
☐ African
☐ Any other Black background
Please write in below

(e) Chinese or Other ethnic
☐ **Chinese**
☐ Any other
Please write in below

☐ **Would rather not state**

Do you consider yourself to have a disability? Yes ☐ **No** ☐ **Would rather note state** ☐

Which of the following best describes your religion/belief?

☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ None

☐ **Other *(please specify)*** ☐ **Would rather not state**

Which of the following best describes your sexual orientation?

☐ Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐ Would rather not say

Which of the following best describes your gender?

☐ Male ☐ Female Date of Birth / / Age

Transgender: Is your gender identity the same as your gender at birth? ☐ Yes ☐ No

Data Protection
The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.