## JOB APPLICATION FORM

*Please note that a CV will not be accepted.*

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| Job Title and Location (Please indicate the Job Title and Location you are applying for) |
| Where did you see or hear of this job? (if online please state the website): |
| Closing Date**:** |
| Please return the completed form by the closing date shown to [spatterson@standrews.dsat.org.uk](mailto:spatterson@standrewswey.co.uk) or post to **St Andrew’s CE Primary School, Littlemoor Road, Weymouth, Dorset DT3 6AA** marked for the attention of Sarah Patterson |

**Education/Technical/Professional Qualifications**

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| **Higher / Further / Secondary Education / Other Qualifications (most recent first)** | | | |
| Where attained | Subjects / Qualifications | Year | Grade |
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| **Relevant Training Courses Details** | | |
| Course subject and provider | Length of course | Year |
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**Employment History**

Please give details of **all** jobs held including part time and unpaid work, **starting with your present** **/last employer.** If you are still training, please include details of your most recent placement here.

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| **Present Employment** | |
| Job Title: | Employer: |
| Current Salary: | Address: |
| Current Scale if applicable: |
| Employed from: | Employed to: |
| Notice Required: | Reason for leaving: |
| Please give a brief description of current duties, responsibilities and achievements. | |

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| **Previous Employment (Please add further boxes if applicable)** | | | | | |
| Employer (Name  & Full Address) | Jobs held and  main duties | From | To | Salary/  Grade | Reason for leaving |
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**Relevant Knowledge, Experience & Skills**

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| *Please demonstrate using examples how your knowledge, experience and skills meet the job requirements described in the person specification. Please include your reasons for applying for this post.*  ***Please use the space provided below rather than a separate document - no longer than 2 sides of A4.*** |

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**Personal Details**

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| Title: Mr/Mrs/Ms/Miss/Other: | Are you applying for a job share? | Yes/No |
| Surname/Last Name: | First Names: | |
| Other Names | |
| Address including postcode: | Telephone Number (Home): | |
| Telephone Number (Business): | |
| Telephone Number (Mobile): | |
| Email: | |
| Address for Correspondence (if different to home address) | NI Number: | |
| DfE Number (Qualified Teachers only): | |
| Date Awarded: | |
| Do you hold a current driving licence? | Yes / No Full / Provisional / LGV / PCV | |

**References**

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| --- | --- |
| Please indicate two people who can provide references, one of whom **must** be your present/last employer: | |
| Name:  Address:  Tel. No.  E-mail:  Occupation:  Relationship (e.g. Manager):  Please note references will be taken up prior to interview for all shortlisted candidates. | Name:  Address:  Tel. No.  E-mail:  Occupation:  Relationship (e.g. Manager):  Please note references will be taken up prior to interview for all shortlisted candidates. |
| You may be able to provide a clerical reference (third referee) and we would welcome this: | |
| Name:  Address:  Tel No  Email:  Position | |

**Declarations**

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| **Declaration**  To the best of my knowledge and belief the information I have given is correct. I understand that my application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information. I am also aware of and agree to accept the conditions set out in the accompanying information relating to provision of information of criminal convictions. Signed: Date: |

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| **Declaration of Criminal Offences**  The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, a disclosure request will be made of the Disclosure and Barring Service (DBS) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.  Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.   |  |  |  | | --- | --- | --- | | Details of offence(s) | Place & Date of Judgement(s) | Sentence(s) | |  |  |  | |  |  |  | |  |  |  | |

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| **Data Protection Act 1998**  I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. Signed: Date: |

**Applicant Commitment to Safeguarding**

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| The Trust is committed to safeguarding & promoting the welfare of children and young people, as well as adults at risk, in line with the ‘Safeguarding Children and Safer Recruitment in Education’ guidance issued by the Department for Education and expects all staff and volunteers to share this commitment.  **Agreement Statement**  By signing this declaration, I confirm that I understand and agree with the Trust’s commitment to safeguarding.  I confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an Enhanced Disclosure from the DBS.  ***Signed: Date:*** |

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| **Disabilities**  If selected for interview, do you require any special arrangements to be made on account of a disability? | Yes / No |
| If yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010: | |

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| All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Trustee or employee of the Diocese of Salisbury Academy Trust.  Are you related to an existing Trustee or employee of the Diocese of Salisbury Academy Trust as described above?  Yes / No  If yes, please provide the following details:  Surname/Last Name: First Names:  Address: Relationship: |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Trust?  Yes / No |
| If Yes, please provide details: |

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**Equality and Diversity Monitoring**

DSAT wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation’s Human Resources section.

| **Confidential**  *Double-click the check box to mark the correct choice* | | | | |
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| Gender | Male  Female  Prefer not to say | | | |
| Are you married or in a civil partnership? | Yes  No  Prefer not to say | | | |
| What is your sexual orientation? | Heterosexual  Gay woman/lesbian  Gay man  Bisexual  Prefer not to say If other, please write in: | | | |
| What is your religion or belief? | No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Prefer not to say  If other religion or belief, please write in: | | | |
| What is your ethnicity | *White*  English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Prefer not to say  Any other white background, please write in: | | | |
| *Mixed/multiple ethnic groups*  White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in: | | | |
| *Asian/Asian British*  Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say  Any other Asian background, please write in: | | | |
| *Black/ African/ Caribbean/ Black British*  African  Caribbean  Prefer not to say  Any other Black/African/Caribbean background, please write in: | | | |
| *Other ethnic group*  Arab  Prefer not to say  Any other ethnic group, please write in: | | | |
| Do you consider yourself to have a disability or health condition? | Yes  No  Prefer not to say  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:  *The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.* | | | |
| What is your current working pattern? | Full-time  Part-time  Prefer not to say | | | |
| What is your flexible working arrangement? | None  Flexi-time  Staggered hours  Term-time hours  Annualised hours  Job-share  Flexible shifts  Compressed hours  Homeworking  Prefer not to say  If other, please write in: | | | |
| Do you have caring responsibilities? If yes, please tick all that apply | None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children  Primary carer of disabled adult (18 and over)  Primary carer of older person  Secondary carer (another person carries out the main role)  Prefer not to say | | | |
| Age Range | 16-24  45-54 | 25-34  55-64 | 35-44  65+ | Prefer not to say |