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|  | **Application for Employment**  **School Support**  **CONFIDENTIAL** |

**Please ensure you complete all relevant information and in particular sections marked ‘\*’**

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| **Post details** | | | |
| Post applied for ‘\*’ |  | Reference |  |
| School/Team name ‘\*’ | Icknield Community College | Post location | Watlington, Oxon. |

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| **Personal details** | |
| Title (Mr, Mrs, etc.) ‘\*’ |  |
| First name ‘\*’ |  |
| Middle name |  |
| Surname (family name) ‘\*’ |  |
| All previous surnames |  |
| National Insurance number ‘\*’ |  |

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| **Address details** | |
| House name/number & street ‘\*’ |  |
| Address Line 2 |  |
| Town ‘\*’ |  |
| County |  |
| Postcode ‘\*’ |  |
| Home phone | Area code number |
| Work phone | Area code number |
| Mobile phone |  |
| Email address |  |
| Preferred contact method | Home / work / mobile phone / email (delete as required) |

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| **Current employment or occupation** | |
| **Job Title** (or course details if currently a student) |  |
| **Employer’s name and address** (or school/ college/ university) |  |
| **Current salary** (If part time include percentage of full time) |  |
| **Date started** (month/ year) |  |

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| **Previous employment or occupation** |
| Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record details providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc.). Provide start and end dates for all occupations. If you have need more space please place on a numbered continuation sheet. |

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| **Job title or Occupation** |  |
| Employer's name or Activity |  |
| Date started (month/ year) |  |
| Date left (month/ year) |  |
| Reason for leaving |  |

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| **Job title or Occupation** |  |
| Employer's name or Activity |  |
| Date started (month/ year) |  |
| Date left (month/ year) |  |
| Reason for leaving |  |

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| **Job title or Occupation** |  |
| Employer's name or Activity |  |
| Date started (month/ year) |  |
| Date left (month/ year) |  |
| Reason for leaving |  |

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| **Job title or Occupation** |  |
| Employer's name or Activity |  |
| Date started (month/ year) |  |
| Date left (month/ year) |  |
| Reason for leaving |  |

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| **Job title or Occupation** |  |
| Employer's name or Activity |  |
| Date started (month/ year) |  |
| Date left (month/ year) |  |
| Reason for leaving |  |

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| Employer's name or Activity |  |
| Date started (month/ year) |  |
| Date left (month/ year) |  |
| Reason for leaving |  |

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| Employer's name or Activity |  |
| Date started (month/ year) |  |
| Date left (month/ year) |  |
| Reason for leaving |  |

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| --- | --- |
| **Job title or Occupation** |  |
| Employer's name or Activity |  |
| Date started (month/ year) |  |
| Date left (month/ year) |  |
| Reason for leaving |  |

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| **Qualifications** | | | | | | |
| Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) and any additional training you have undertaken which is relevant to the post for which you are applying. If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.  If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.  Name at time of qualification (if different) | | | | | | |
| Name of qualification | Subjects and grades or results expected | | School/ College/ University attended | | Date awarded (month/ year) | |
|  |  | |  | |  | |
| **Membership of professional bodies** | | | | | | |
| Please give details of any professional bodies to which you belong. If you need to add further bodies, please put these in the *Relevant Skills and Experience* section. | | | | | | |
| Name of professional body | | Level of membership | | Membership number | | Date of membership |
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| **Training** | |
| Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section. | |
| Name of course | Date completed (month/ year) |
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| **Relevant skills and experience** |
| Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life. |
| Continue on separate sheet if necessary. |

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| **Referees** | | | |
| Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.** If you are (or have recently been) employed, one must be your current or last employer.  If you are (or have recently been) a student, one should be a senior staff member from your place of study.  If you are applying for any job in a school or working with children or young people in any other setting, and you are not currently working with them but have done so in the past, one referee should be from a senior manager in that organisation.  Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. | | | |
| **Referees:** | **Referee 1 ‘\*’**  **(Current or most recent line manager)** | **Referee 2 ‘\*’** | **Referee 3** |
| Title |  |  |  |
| First name |  |  |  |
| Surname (family name) |  |  |  |
| Organisation name and position of referee |  |  |  |
| Address |  |  |  |
| Postcode |  |  |  |
| Telephone (inc. area code) |  |  |  |
| Fax number (inc. area code) |  |  |  |
| Email address |  |  |  |
| May we contact this referee without further authority from you? | Yes / No ‘\*’ | Yes / No ‘\*’ | Yes / No |

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| **Additional details** | |
|  | |
| Do you require sponsorship under the UK points based registration system? ‘\*’ | Yes / No |
| If you answered "Yes" to the question above, please provide details | |
| When would you be available to start work? |  |
| Where did you see this post advertised? (please tick).   |  |  | | --- | --- | | Website |  | | Publication |  | | Other |  |   Please provide details of where you saw this post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Convictions policy** | | |
| We apply the Safer Recruitment in Education standard to all appointments and our policy states that you must declare any un-spent convictions when you are applying for a job with us. We are asking you for this information because, as we provide a public service, we have a duty to balance our commitment to help ex-offenders to find work with our need to protect the public and those in our care. Our policy states clearly that only relevant convictions are taken into account.  Because of the nature of the work for which you are applying we also need you to declare any spent convictions if they appear on the list of offences relevant to safeguarding children and vulnerable adults.  This list is available at [www.gov.uk/government/news/dbs](https://www.gov.uk/government/news/dbs-filter-certain-old-and-minor-cautions-and-convictions-reprimands-and-warnings-from-criminal-record-certificates). Please check this list carefully.  If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying.  Please note that any offer of employment will be subject to satisfactory disclosure certificate from the Disclosure and Barring Service (DBS) (previously known as CRB) | | |
| **Convictions** | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.  For further information on the Rehabilitation of Offenders Act go to:  [www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\_20131198\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)  [www.gov.uk/government/news/disclosure-and-barring-service-filtering](http://www.gov.uk/government/news/disclosure-and-barring-service-filtering) | Yes / No | |
| If "Yes", please give details including the offence and the date:Date: | | |
|  |  | |
| **Prosecutions pending** | | |
| Do you have any prosecutions pending? ‘\*’ | Yes / No | |
| If "Yes", please give details and proposed date of hearing:Date of hearing | | |
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| **Data Protection Statement** |
| We will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above**.  If your application is unsuccessful, we will keep your information for 6 months in accordance with legal requirements and for administration purposes.   Under the Data Protection Act 1998 you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact our school Business Manager. |

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| **Declaration** | | | |
| By submitting this form you undertake that the information you have provided is true and accurate to the best of your knowledge.  The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document. | | | |
| Signed |  | Date |  |

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| **Equal opportunities** | | | | | |
| We are an equal opportunity employer and are committed to promoting equality and social inclusion. We aim to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help us to monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.  This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment. | | | | | |
| **Personal details** | | | | | | |
| Surname  (family name)’\*’ |  | First name ‘\*’ |  | Date of birth ‘\*’ |  |

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| 1 | Gender ‘\*’ | Male |  | 5 | To which of these groups do you consider you | | | |
|  |
|  |  | Female |  |  | belong? (tick one only) ‘\*’ | | | |
| 2 | Sexual Orientation ‘\*’ |  |  |  | **(a)** | White |  |  |
|  | Heterosexual/Straight |  |  |  |  | British |  | 01 |
|  | Bisexual |  |  |  |  | Irish |  | 02 |
|  | Gay Man |  |  |  |  | Any other white background |  | 19 |
|  | Gay Woman/Lesbian |  |  |  |  |  |  |  |
|  | Other |  |  |  | **(b)** | **Mixed** |  |  |
|  | Prefer not to say |  |  |  |  | White and Black Caribbean |  | 21 |
|  |  |  |  |  |  | White and Black African |  | 22 |
| 3 | Do you consider that |  |  |  |  | White and Asian |  | 23 |
|  | you have a disability?’\*’ |  |  |  |  | Any other mixed background |  | 28 |
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| 4 | Religion/and or belief ‘\*’ |  |  |  | **(c)** | Asian or Asian British |  |  |
|  | Buddhist |  |  |  |  | Indian |  | 41 |
|  | Christian |  |  |  |  | Pakistani |  | 42 |
|  | Hindu |  |  |  |  | Bangladeshi |  | 43 |
|  | Jewish |  |  |  |  | Any other Asian background |  | 44 |
|  | Muslim |  |  |  |  |  |  |  |
|  | No Religion |  |  |  | **(d)** | Black or Black British |  |  |
|  | Other |  |  |  |  | Caribbean |  | 61 |
|  | Prefer not to say |  |  |  |  | African |  | 62 |
|  | Sikh |  |  |  |  | Any other Black background |  | 63 |
|  |  |  |  |  |  | Arab |  | 82 |
|  |  |  |  |  |  | Gypsy/Traveller |  | 83 |
|  |  |  |  |  |  | Any other ethnic background |  | 85 |
|  |  |  |  |  |  | (please write in………………………) |  |  |
| Thank you for your co-operation | | | |  |  |  |  |  |

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| **Information for candidates with a disability** |

We welcome applications from all sectors of the community, including candidates with a disability.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

You can obtain further advice from the Disability Rights Commission <http://www.drc.org.uk/> Tel: 08457 622 633

**Arrangements if selected for interview**

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

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| Interview information on audio tape |  |
| Interview information in large print format |  |
| Sign language or other assistance with |  |
| communication at interview |  |
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| Other assistance details: | | |

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| Induction loop in interview room |  |
| Wheelchair-accessible location for interview |  |
| Car parking space for interview |  |
| Facility for personal carer, assistant or other |  |
| person to accompany you at interview |  |

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| Other requirements — please give details: |

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| **Arrangements if appointed** Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed. |