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| Description: Z:\Forge Valley LIVE\FV Files New\Dale Barrowclough\Visioning Day\Final Visioning documents\Forge Valley final brand files\Logos\Landscape\RGB\FV_landscape_logo.jpg | |
| **Forge Valley School**  **A member of the Tapton School Academy Trust**  **It is important that you refer to the guidance notes before you complete the Application Form.**  **This part of the Application Form will not be used to shortlist candidates for interview**  **Please use black ink or type** | |
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| APPLICATION FOR EMPLOYMENT | |
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| POST APPLIED FOR: | |
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| PERSONAL DETAILS | |
| Surname/family name:    Previous surname(s): | First name(s)/other names: |
| How do you wish to be addressed in correspondence?  MR/MRS/MISS/MS or OTHER (Please state):  **Address for correspondence:**            Postcode:  E-mail: | **Telephone number where you can be contacted:**  Day:  Evening:  Mobile No.: |
| Do you have any relationships (personal/ business/financial) with a governor or senior member of staff that may conflict with the duties of the post for which you are applying?    **Please ✓** Yes  No  If yes, please provide details: | |
| Do you need permission to work in the UK?  **Please ✓** Yes  No | |
| **This information is covered by the Data Protection Act (see Guidance Notes)** | |

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| REFERENCES | | | | | | | | | | | |
| Please give name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative. **Referees will be contacted before interview**. | | | | | | | | | | | |
| **Referee 1: Employment**       **Personal**       **Capacity**  Name:  Job Title:  Address:          Postcode:  Telephone Number:  E-mail: | | | | **Referee 2: Employment**       **Personal**       **Capacity**  Name:  Job Title:  Address:          Postcode:  Telephone Number:  E-mail: | | | | | | | |
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| My National Insurance number is: |  |  |  | |  |  |  |  |  |  |  |
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| For teaching posts only  Are you recognised by the DfEE as a qualified teacher?  Please ✓ Yes  No | | | | DfEE Number:  QTS – Date of Completion: | | | | | | | |
| DATA PROTECTION ACT  I give my consent for the personal data contained in this Application Form to be processed for the purposes set out in the Guidance Notes to this Application Form.  Signed:       Date: | | | | | | | | | | | |
| **CRIMINAL CONVICTIONS**  **This post is exempt from the Rehabilitation Offenders Act (1974). You are, therefore, required to provide details of any spent convictions, cautions, reprimands and final warnings you may have, in addition to any unspent convictions or criminal proceedings pending against you.**  **Please state if you have any spent or unspent convictions: Yes  No**  If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential – For Addressee Only’ in the top right hand corner and the words ‘Conviction Information’ marked below and marked for the attention of the Principal. | | | | | | | | | | | |
| SIGNATURE:  I declare that the information I have given in this application is correct to the best of my knowledge.  I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, this will result in a disciplinary investigation by the school and it is likely to result in your dismissal.  Signed:       Date: | | | | | | | | | | | |
| Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful. | | | | | | | | | | | |

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| APPLICATION FOR EMPLOYMENT | | | | | | | | | | |
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| POST APPLIED FOR: | | | | | | | | | | |
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| EDUCATION AND TRAINING | | | | | | | | | | |
| Qualifications Obtained – Educational & Professional | | | | | | | | | | |
| Name of School/College/University | Subject | | | Qualification/Level | | Grade Obtained | | | | Dates Attended |
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| For teaching posts please state the age range of children for which you were trained. | | | | | | | | | | |  |  |  |  |
| Qualifications Currently Being Taken | | | | | | | | | | |
| Name of School/College/University | | | Subject | | Qualification/Level | | | | Date Started & Duration | |
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| Relevant Training Courses Attended or Currently Being Taken  (include any relevant short-courses) | | | | | | | | | | |
| Title of Training Provider | | Course/Qualifications | | | | | Duration | | | |
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| **Membership of Professional Bodies**  (relevant to the position you are applying for) | | | | | | | | | | |
| Name and Address of Professional Body | | Grade of Membership | | | | | Membership Number | | | |
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| **EMPLOYMENT HISTORY** | | | | | | | |
| Present or Most Recent Employment | | | | | | | |
| Name & Address of Employer: | | | | | Nature of Business: | | |
| Job Title: | | | | | Date Started: | | |
| Salary: £      Grade:  Allowances: £ | | | | Notice Required: | | Date Left (if relevant): | |
| State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving: | | | | | | | |
| Summary of Previous Employment  Include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role. | | | | | | | |
| Period Employed | | Name of Employer, Address  & Nature of Business | Job Held, Grade, Salary/Wage  Previous Pay Spine Point | | | | Reason for Leaving |
| From  Mth/Yr | To  Mth/Yr |
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| Please explain any break in your continuity of employment: | | | | | | | |

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| **INFORMATION TO SUPPORT YOUR APPLICATION** |
| Please refer to ‘Guidance Notes on Filling in Application Form’  Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.  This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary. |
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| **If the job you are applying for involves driving,** Do you hold a current driving licence?    **Please ✓** Yes  No  Class  e.g. full, provisional, HGV,etc.  Have you use of a vehicle? Yes  No |
| If you are offered this job will you have any other paid work? **Please ✓** Yes  No    Are there any dates when you will not be available for interview, e.g. holidays –  Please state: |