**ACKWORTH SCHOOL**

ACKWORTH PONTEFRACT

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Head: Anton Maree

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| **Application for the Post of:** | | | | | | | | | | | | | | | | | | | | | | | |
| **1. PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | First Name  Middle Name | | | | | |  | | | | | | | |
| Previous Name (i.e., Maiden Name or  previous married name) if applicable | | | | | | | | | |  | | | | | | | | | | | | | |
| **Home Address** | | | | | | | | | | | | | | | | | | | | | | | |
| Postcode | | | | | | | | | | | | | | | | | | | | | | | |
| **Current Address (if different from above)**  Postcode | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone No. (Day) | | | | | |  | | | | | (Evening) | | | | | | |  | | | | | |
| Mobile No. | | | | | |  | | | | | E-mail address | | | | | | |  | | | | | |
| Do you hold a current full driving licence? | | | | | | Yes / No | | | | | NI Number | | | | | | |  | | | | | |
| Qualified Teacher No. | | | | | |  | | | | | | | | | DfES No. | | | | | | | | |
| Notice period required | | | | | |  | | | | | | | | | | | | | | | | | |
| Are you related to any member of School Committee (Board of Governors) or any member of staff at this School? If yes, please give details | | | | | | | | | | | | | | | | | | | | YES / NO | | | |
| Should you be selected for interview, please indicate dates when it would be **impossible** for you to attend | | | | | | | | | | | | | | | | | | | |  | | | |
| **NAMES AND ADDRESSES OF TWO REFEREES** – who **can** be contacted if you are shortlisted for interview. Ideally one referee should be your present employer or, if not employed, your last employer – or present training co-ordinator. **Please state in what capacity you are known to them. Please note that the offer of the post is subject to references.** | | | | | | | | | | | | | | | | | | | | | | | |
| 1.  Contact Tel. No.  e-mail address | | | | | | | | | | | | | 2.  Contact Tel. No.  e-mail address | | | | | | | | | | |
| **2. EDUCATION AND PROFESSIONAL TRAINING** | | | | | | | | | | | | | | | | | | | | | | | |
| Please show here that you have the training and qualifications asked for in the Job Description, including Membership of Professional or Technical Bodies | | | | | | | | | | | | | | | | | | | | | | | |
| Date  (Month and Year)  From To | | | | School, College, University or Educational Establishment | | | | | Examinations taken or being taken or any other qualifications obtained | | | | | | | | | | Full or  Part Time | | | Exam  Result / Award & Grade | |
|  |  | | |  | | | | |  | | | | | | | | | |  | | |  | |
| **3. EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | | | |
| **Current or last occupation / post** | | | | | | | | | | | | | | | | | | | | | | | |
| Job Title | | | | | | | | | | | | | | Date Started | | | | | | | | | |
| Employer  Address | | | | | | | | | | | | | | Date Left (if applicable) | | | | | | | | | |
| Reason for leaving (if applicable)    Salary  Permanent / Temporary | | | | | | | | | |
| **Briefly describe your duties for last occupation /current post** | | | | | | | | | | | | | | | | | | | | | | | |
| **Previous posts (most recent first)** | | | | | | | | | | | | | | | | | | | | | | | |
| Name of employer | | | | | Full/Part Time | | Period of Service  From To | | | | | Position held and main duties | | | | | | | | | | | Reasons for leaving |
|  | | | | |  | |  |  | | | |  | | | | | | | | | | |  |
| **4. EMPLOYMENT EXPERIENCE** | | | | | | | | | | | | | | | | | | | | | | | |
| Please give brief details below of the knowledge you have to undertake the role in relation to the Job Description | | | | | | | | | | | | | | | | | | | | | | | |
| **EXPERIENCE** – please show you have the knowledge asked for in the Job Description  gained either through work, home or voluntary activities | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **SKILLS** – please show you have the skills asked for in the Job Description gained through work | | | | | | | | | | | | | | | | | | | | | | | |
| **5. INFORMATION IN SUPPORT OF THIS APPLICATION** | | | | | | | | | | | | | | | | | | | | | | | |
| (You may use this space to provide any information you wish, including any interest or unpaid activity, which you feel is relevant to the post for which you are applying. Please restrict any additional information you wish to supply to one side of A4 paper) | | | | | | | | | | | | | | | | | | | | | | | |
| I confirm that the information contained in this application is correct | | | | | | | | | | | | | | | | | | | | | | | |
| **Signed** | |  | | | | | | | | | | | | | | | **Dated** | | | |  | | |
| **ACKWORTH SCHOOL**  **DISCLOSURE OF CRIMINAL BACKGROUND**  **NOTICE TO APPLICANTS**  **Policy Statement**  Ackworth School aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Ackworth School welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are “spent” under the Rehabilitation of Offenders Act 1974. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).  As Ackworth School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.  You will appreciate that the School must be particularly careful to enquire into the character and background of applications for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you from consideration for this appointment.  You are required, therefore, in your application, if you have ever been convicted of a criminal offence to give details of all criminal record information, including details of “spent” convictions, reprimands and final warnings.  Other relevant non-conviction, information, such as police enquiries and pending prosecutions should also be supplied. If you wish, these written details may be enclosed in a separate, sealed envelope marked “Confidential for the attention of the Head or Bursar” and attached to the application. Please include any information which may improve understanding and fair decision-making.  Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants’ integrity but it is necessary to protect the public and the School.   * Where relevant, at interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. * We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. * We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.   Acceptance of an offer of appointment will be deemed to be acceptance that disclosure information will be sought by the School from the DBS. Applicants are informed that providing false information is a disciplinary matter and may result in withdrawal of an offer or summary dismissal.  A copy of this notice will be sent to your referees. | | | | | | | | | | | | | | | | | | | | | | | |