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**JOB APPLICATION**

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| CONFIDENTIAL |

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| POST APPLIED FOR: SENDCo |

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| Mr/Mrs/Miss/Ms  Surname  Forenames  Previous Names  Address  Postcode  Home telephone number  Work telephone number  Mobile telephone number  E-mail address  Date of Birth (optional)  National Insurance Number |

**Present (or most recent) Employment**

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| Post held Date appointed  Employers Address  Present Salary  Notice period required |

**Education and Academic Qualifications**

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| --- | --- | --- | --- |
| School/College/University | From | To | Subjects (Qualifications, Grades, Honours) |
| Secondary (post 16) |  |  |  |
| Higher Education |  |  |  |
| Further Postgraduate qualifications (including PGCE) |  |  |  |

**Employment History** (Please start with most recent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of post and name of employer | Status (eg. full-time or part-time) | Nature of employment | Period of service  From To | |
|  |  |  |  |  |

**Professional Development** (please give details of courses relevant to this application and awards earned)

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| --- | --- | --- | --- | --- |
| Course Title | Provider | Duration | Dates | Awards (if any) |
|  |  |  |  |  |

**Other Relevant Work Experience** (please start with most recent)

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| --- | --- | --- | --- |
| Nature of Occupation | Employer | Period of Service    From To | |
|  |  |  |  |

**Referees**

* References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview; may we approach your referees without further reference to you? YES / NO**
* The first reference **must** be your present or most recent employer
* If any of your references relates to your employment at a school or college your referee **must** be the Headteacher or Bursar
* If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired: whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
* If you are not currently working with children but have done so previously the second reference must be that employer.
* Please do not give relatives or people solely in the capacity of friends as a referee.
* Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.

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| Referee 1 Referee 2 |
| Name Name  Position Position  Address Address  Email address Email address  Telephone number Telephone number  In what capacity do you know the above? In what capacity do you know the above? |

**Interests** (both professional and leisure)

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**Letter of application**

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| In support of your application, you are recommended to attach a statement giving your reasons for applying for this post. Include any information which you consider relevant to this application, addressing the key areas in the person specification. |

**Criminal Offences**

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| **This post is exempt from the Rehabilitation of Offenders Act 1074. Consequently if you are appointed you will be required to undertake an enhanced Criminal Records Bureau check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Having a criminal record will not necessarily prevent you from taking up an appointment; it will depend on the nature of the offence and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the CRB check, then this may place your appointment in jeopardy.**  Have you ever received a conviction, caution or bind-over? **YES/NO** |
| Are you either on the Children’s Barred List (previously List 99 and PoCA list), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)? **YES/NO**  **It is a criminal offence for barred individuals to seek or undertake work with children** |
| **If you have marked yes to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL** |

**Declaration**

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| I declare that the information that I have given on this form is correct and I understand that failure to complete the form full and accurately could result in an incorrect assessment of salary, and/or exclusion from shortlisting, or may, in the event of employment, result in disciplinary action or dismissal.  Signature Date |

**EQUAL OPPORTUNITIES MONITORING**

We aim to create the conditions in which all applicants and employees are treated solely on the basis of their merits, abilities and potential regardless of their gender, colour, ethnic or national origin: age, socioeconomic background, disability, religion, family circumstance, sexual orientation or other irrelevant distinction.

In order to carry out our equal opportunities policy, we must have some means of monitoring our recruitment and selection. Only by such measures will we be able to recognise potential sources of discrimination and take remedial action. The monitoring form will be separated from the application form and securely stored in the strictest confidence. It will be used for statistical monitoring only.

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| Tick box as appropriate |
| Sex Male  Female  Marital status Married  Single  Age below 26  26-35  36-45  46-55  56-65 |
| How would you describe your ethnic origin?  Black  │  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  │ │ |  Caribbean  African  Other  (please specify)  White  │  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  │ │  European  Other  (include UK) (please specify)  Asian  │  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  │ | │ | |  Indian  Pakistani  Bangladeshi  Chinese  Other  (please specify) |
| Do you have any disability as described within  the terms of the Disability Discrimination Act 1995 Yes  No |
| Please state where you saw this job advertised |