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| Children’s hospital school  Application for ……………………………………………………..  The information provided on this form will be processed in accordance with the Data Protection Act 1998.  Please return your completed application to the address in the advert.  Please complete in black ink or electronically. | willow-rainbow-200.px.jpg |

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| VACANCY DETAILS | |
| School/College name | Children’s Hospital School |
| Post Title |  |
| Closing date |  |
| Please confirm source of advertisement : | |
| **For office use only**  To be completed prior to removal of personal information and before submitting for shortlisting | |
| **Candidate ID Number** | |

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| Personal information Personal details which may identify protected characteristics under the Equalities Act 2010 i.e. age/gender/race are contained in detachable section at the end of the application. Only personal details required for processing your application are contained in this section. | | | | | | | | | | | | | | | | | | | |
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| **Eligibility to work in the UK** | | | | | | | | | | | | | | | | | | | |
| Do you have permission to work in the UK? | | | | | | | | Yes 🞏 No 🞏 | | | | | | | | | | | |
| National Insurance Number | | | | | | | |  | | | | | | | | | | | |
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| JOB SHARE | | | | | | | | | | | | | | | | | | | |
| Are you applying for this post as a job share? | | | | | | | | Yes 🞏 No 🞏 | | | | | | | | | | | |
| EMPLOYMENT DETAILS | | | | | | | | | | | | | | | | | | | | | |
| Present or Most Recent Post (title) | | | | | | | | | | | Date appointed | | | | | | | | | | |
| Salary £ | | | | | | | | | | |
| Point | | | | | | | | | | |
| Full/Part time | | | | | | | | | | |
| *Brief Responsibilities* | | | | | | | | | | | | | | | | | | | | | |
| Name of Employer | | | | | | | | | | | | | | | | | | | | | |
| Address  Post code | | | | | | | | | | | | | | | | | | | | | |
| Telephone | | | | | | | | | | | | | | | | | | | | | |
| Notice required or leaving date if last appointment | | | | | | | | | | | | | | | | | | | | | |
| Reason for Leaving | | | | | | | | | | | | | | | | | | | | | |
| **PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | | | | | | |
| **Please give details of all periods of employment you have undertaken starting with the most recent first.** | | | | | | | | | | | | | | | | | | |
| Name and Address of Employer | | | Post Title | | | | Hours Worked | | Salary  (Present annual salary or weekly (gross) | | | To | From | | Brief Description of duties. | | | |
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| DETAILS OF ANY GAPS IN EMPLOYMENT HISTORY | | | | | | | | | | | | | | | | | | | | |
| Date  From To | | | | Reason | | | | | | | | | | | | | | | | |
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| **OTHER EXPERIENCES/DETAILS/ABILITIES** | | | | | | | | | | | | | | | | | | | | |
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| **EDUCATION** | | | | | | | | | | | | | | | | | | | | |
| School/College  (please give address | | | | | | Dates (DD/MM/YY)  From To | | | | | | | | Full or Part Time | | | | | | |
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| Examinations Passed | | | | | Date Awarded  (DD/MM/YY) | | | | | Subject | | | | | | Grades | | | | |
| GCE ‘O’ level /GCSE or equivalent (inc. NVQ Level 2) | | | | |  | | | | |  | | | | | |  | | | | |
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| GCSE ‘A’ Level or equivalent (inc. NVQ Level 3) | | | | |  | | | | |  | | | | | |  | | | | |
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| Other (please specify  Examinations passed) | | | | |  | | | | |  | | | | | |  | | | | |
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| University/College/Professional qualifications  (including in-service courses leading to recognised qualifications (e.g. NPQH) | | | | | | | | | | | | | | | | | | | | |
| College/University/Institute | | From (DD/MM/YY) | | | | To  (DD/MM/YY) | | | | Qualifications  obtained | | | | Classification | | | Date Awarded  (DD/MMYY) | | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES/INSTITUTES**  You are only required to complete this section if a qualification and/or membership of a professional or technical body is an essential/desirable requirement on the Person Specification (comparable overseas qualifications should be included | | | | | | | | | | | | | | | | | | | | |
| Institute/Association | | | | | | Class of membership | | | | | | | | Year of election | | | | | | |
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| **RELEVANT PROFESSIONAL DEVELOPMENT**  The most significant features of professional development in the last five years | | | | | | | | | | | | | | | | | | | | |
| Title | | | | | Organising body | | | | | Duration | | | | | | Dates  From To | | | | |
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| **INTERESTS** | | |
| Please provide details of any relevant interests or activities | | |
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| **SUPPORTING STATEMENT** | | |
| You are invited to provide further information in support of your application. Please refer to the job specification for the post and also include:   * The reasons why you are applying for this post * The personal qualities and experience that you feel are relevant to your suitability for the post * Key responsibilities and achievements in your present or most recent job which are relevant to this application * Career aims and aspirations | | |
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| **REFERENCES**  Please provide the name of two referees; one referee should be your current or most recent employer.Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work to with children. References will not be accepted from relatives or from people writing solely in the capacity of friends. As part of our commitment to safeguarding children and safer recruitment, references will be requested for short-listed candidates prior to the interview. | |
| **REFERENCE 1** | |
| Name: | |
| Occupation: | |
| In what capacity do you know the referee: | |
| Address: | |
| Postcode: | |
| Telephone number: | |
| Email: | |
| **REFERENCE 2** | |
| Name: | |
| Occupation: | |
| Address: | |
| Postcode: | |
| Telephone number: | |
| Email: | |
| **RELATIONSHIPS** | |
| Are you related to, or have a close relationship with any member of the City Mayor Team, Committee Member or Employee of the City Council or Employee or Governor of the school/college? | Yes 🞏 No 🞏 |
| If YES please give brief details |  |
| **DISCIPLINARY**  We may discuss the reasons for this with you and your current or previous employer should you be called for interview. | |
| 1. For reasons other than health, have you been the subject of a formal disciplinary sanction in your current employment? | Yes 🞏 No 🞏 |
| 1. For reasons other than health, are you in the process of on-going disciplinary proceedings in your current employment? | Yes 🞏 No 🞏 |
| 1. For reasons other than health, have you been the subject of a formal disciplinary sanction in any previous employment**?** | Yes 🞏 No 🞏 |
| **CRIMINAL RECORDS AND SANCTIONS**  The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young people under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children e.g. monitoring convictions) which for other purposes are “spent” under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warnings, reprimands and bind-overs. Failure to do so could result in dismissal. | |
| 1. Do you have any criminal convictions, cautions, warnings, reprimands or bind-overs? | Yes 🞏 No 🞏 |
| 1. Are you on the Independent Safeguarding Authorities (ISA) Barred List of individuals considered to be unsuitable for working with Children? | Yes 🞏 No 🞏 |
| 1. Are you on the Independent Safeguarding Authorities (ISA) Barred List of individuals considered to be unsuitable for working with Vulnerable Adults? | Yes 🞏 No 🞏 |
| 1. Are you aware of any Police Investigations of which you are the subject? | Yes 🞏 No 🞏 |
| 1. Are you subject to sanctions imposed by the General Teaching Council (GTC)? | Yes 🞏 No 🞏 |
| If you have answered YES to any of the above questions, please give details of offences, penalties, dates and country in which they occurred, or of allegations made against you. Please put this information in a sealed envelope marked “confidential” with your name and post number you have applied for, and attach this to your completed application form. If you are emailing your application form to us, please attach this sheet as a separate document. | |
| ***Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.*** | |

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| **DECLARATION**  By submitting this form either by post, online or as an email attachment, you are confirming the following: | |
| I declare that all information submitted in this application form is true, and that I have not deliberately withheld any relevant information. I understand that deliberate falsification or failure to disclose relevant information may lead to my application being rejected, any offer being withdrawn or employment being terminated without notice.  I confirm that I have provided my complete employment history.  I confirm that I have not canvassed any Member of the City Mayor Team, Committee Member or Employee of the City Council or Employee or Governor of the school/college either directly or indirectly, in connection with this application and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with any Member of the City Mayor Team, Committee Member or Employee of the City Council or Employee or Governor of the school/college may also disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice.  I confirm that I have read and understood this information relating to the Rehabilitation of Offenders Act, and understand that failure to disclose any information in this section may disqualify me as a candidate, and where such failure is discovered after appointment I may be liable to dismissal without notice.  I understand that it would be a criminal offence for me to apply for a post that involves working with children, young people and/or vulnerable adults if my name is included on the Independent Safeguarding Authority’s list of those barred from working with such groups.  I understand that this post is subject to satisfactory Disclosure and Barring Service and Occupational Health clearances, and acceptance of any offer is deemed as acceptance to undertake an Enhanced DBS disclosure check and Health Assessment. I understand that if such clearances are unsatisfactory this may result in dismissal without notice.  I understand that references will be obtained prior to interview, and consent to any information provided in this application being verified with previous employers and/or education establishments.  I give consent for the information provided on this form and in connection with my application to be held on computer and/or other relevant filing systems and be processed and verified in accordance with the Data Protection Act 1998. I understand that if successful this information will become part of my personal record and if unsuccessful the information will be held confidentially and destroyed 12 months from the closing date, in accordance with the Data Protection Act 1998. | |
| **Signed** |  |
| **Print Name** |  |
| **Date (DD/MM/YY)** |  |

**PERSONAL DETAILS SECTION**

THIS SECTION WILL BE REMOVED BEFORE THE START OF THE SELETION PROCESS AND REATTACHED FOLLOWING THE SHORT LISTING STAGE

PLEASE DO NOT DETACH FROM YOUR APPLICATION FORM

PLEASE COMPLETE THE DETAILS ON THE FOLLOWING PAGE

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

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| **FOR OFFICE USE ONLY**  To be completed prior to removal of personal information and before submitting to the recruitment panel | |
| Candidate ID Number |  |
| Post Title |  |

**CONFIDENTIAL**

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| **PERSONAL INFORMATION** | |
| **Surname** |  |
| **Forenames** |  |
| Title |  |
| Any Previous Name(s)  including maiden name if applicable |  |
| Address |  |
| Postcode |  |
| Home Telephone |  |
| Mobile Telephone |  |
| Work Telephone |  |
| Email |  |
| Date of Birth: (DD/MM/YYYY) |  |
| Nationality |  |

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| **FOR OFFICE USE ONLY –** for completion after appointment | |
| Shortlisted 🞏 | Not Short listed 🞏 |
| Appointed 🞏 | Not appointed 🞏 |
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| Candidate ID Number |  |
| Post Title |  |