## Private and confidential



**JOB APPLICATION FORM**

##### Ambleside Primary School Teaching Staff

# Vacancy Details

|  |  |
| --- | --- |
| Job Title |  |
| Closing Date |  |

|  |
| --- |
| Date received |

# Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  | Forenames | |  |
| Address |  | Telephone (home) | |  |
| Telephone (work) | |  |
| Postcode |  | Mobile | |  |
| Email |  | | | |
| DfE  Teacher No. |  | National Insurance No. |  | |

|  |
| --- |
| **Are you currently in any form of regular paid employment/work?** Yes  No |

# Present/most recent employment

|  |  |
| --- | --- |
| Name and address of present employer |  |
| Job Title |  |
| Date commenced/left if applicable |  |
| Salary/wage £ |  |
| Reason for leaving (if applicable) |  |
| Other financial benefit |  |
| Period of notice |  |
| Brief description of duties: | |

**Previous employment** (most recent first and including any temporary, unpaid or voluntary

work experience). The reason for leaving must be stated in every case please.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From Month/  Year | To Month/  Year | Employer | Job title | Reason for leaving |
|  |  |  |  |  |

**Education** – Proof of qualifications may be required at interview. Please be specific.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date From | To | Secondary Schools, Colleges, Universities attended – including part time | Qualifications gained or pending – please state subject and level | Grade |
|  |  |  |  |  |

**Membership of professional bodies -** Proof of membership may be required.

|  |  |  |
| --- | --- | --- |
| Body | Grade of membership | Date |
|  |  |  |

**Attendance at training courses relevant to this job within the last three years.**

|  |  |  |  |
| --- | --- | --- | --- |
| Organising body | Course title | Duration | Date |
|  |  |  |  |

**Referees**

Please give the names of two referees. One of your referees must be your present/last employer.

Please note that is our policy for this particular post to take up references prior to interview, and that we reserve the right to approach any of your previous employers for a reference.

Friends and relatives are not acceptable as referees.

|  |  |
| --- | --- |
| Name and address: | Name and address: |
| Position: | Position: |
| Telephone no: | Telephone no: |
| Email address: | Email address: |

**Protection of Children: Disclosure of Criminal Background**

Ambleside Primary School is committed to the protection of all our stakeholders.

To protect children and vulnerable adults the Academy will apply to the Criminal Records Bureau (CRB) for a

disclosure, which will give details of a person’s criminal record and information held by the Department of Health

and the Department for Education and Skills.

Ambleside Primary School will use the CRB to assess an applicants suitability for employment in certain

occupations and will comply with the CRB Code of Practice whilst undertaking to treat all applicants fairly.

**Rehabilitation of Offenders Act (1974)**

**This post is not covered by the Rehabilitation of Offenders Act**

You must declare all convictions even those which for any other purpose would be classed as

spent (including cautions and reprimands)

**Do you have any convictions to declare? Yes**  **No**

**If yes, please give details of offence(s), dates and sentences**

**General details**

|  |  |
| --- | --- |
| Where did you find out about this vacancy? |  |
| Are you related to a current member of School Staff or member of the Governors?  If so please state name, position and relationship. |  |
| Please give details of any dates and times during the next four weeks when you would not be available for interview. If shortlisted we will try to accommodate this where possible but cannot guarantee that we will always be able to accommodate this. |  |
| Please tell us about any requirements that you would like us to consider to ensure we offer you a fair selection process. E.g. wheelchair access, sign language interpreter, additional reading time etc. |  |

### Equality and Diversity Monitoring

We welcome applications from all sections of the community and it is our policy to recruit purely on the basis of ability. The information you provide in this section will not form any part of the selection decision. Our equality and diversity policy recognises that our workforce should reflect the community it serves. Please answer the following questions to help us monitor how effective our policy is. A copy of this may be found on the school website: [www.amblesideprimaryschool.co.uk](http://www.amblesideprimaryschool.co.uk)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of birth |  | Age |  | Sex | Male  Female |
| Do you consider yourself to be disabled? Yes  No | | | | | |
| Do you have any long-term illness, health problems or disability that, with or without the use of aids or medication, limits your daily activities?  Yes  No | | | | | |

### My racial/ethnic origin is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. White | B. Mixed | C. Asian or Asian British | D. Black or Black British | E. Chinese or Other Racial Group |
| British | White & Black Caribbean | Indian | Black Caribbean | Chinese |
| Irish | White & Black African | Pakistani | Black African | Other Racial Group |
| Other White | White and Asian | Bangladeshi | Other Black |  |
|  | Other Mixed | Other Asian |  |  |

**My religion is:**

|  |  |  |  |
| --- | --- | --- | --- |
| None | Buddhist | Hindu | Jewish |
| Muslim | Sikh | Other |  |
| Christian  (including Church of England, Catholic, Protestant and all other Christian Denominations) | | | |

### Declaration

|  |
| --- |
| I declare that that the information given in this application is true, I have not canvassed (either directly or indirectly) any employee of the academy and will not do so. I accept that should I not have provided full and accurate information it could result in me not being appointed, an offer of employment being withdrawn or disciplinary action being taken against me. |
| Signed:       Date: |

### Confidentiality and Disclosure

|  |  |
| --- | --- |
|  | You are advised that information given on this form may be checked with appropriate bodies to ensure its accuracy. Information relating to sex, gender, race, religion and disability will be used for monitoring purposes only. If you are successful, it will also be used for managing the employment relationship. |

### Information in support of your application

|  |
| --- |
| Please attach additional sheets to explain how you meet each of the requirements. This should no more than two to three sides of A4 paper.  You should draw on your knowledge, skills and experience etc gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary activities etc.  Please note that C.V.’s can only be considered alongside a fully completed application form and additional sheets. |

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|  |

Ambleside Primary School is an exempt charity and a company limited by guarantee, registered in England and Wales number 8246275. It has a registered office at Minver Crescent, Aspley, Nottingham NG8 5PN.