**Application Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| **Surname:** |  | **DFE Ref no. RP if applicable:** |  | |
| **Title:**  (Mr, Mrs, Ms, Dr, Other) |  | **Are you eligible to work in the UK?:** |  | |
| **First names:** |  | **Email:** |  | |
| **Previous names:** |  | **Home telephone no:** |  | |
| **Contact address:** |  | **Work telephone no:** |  | |
| **Postcode:** |  | **Mobile telephone no:** |  | |
| **Present Post** | | | | |
| **Present Post (title):** |  | **Date Appointed:** | |  |
| **Name & Address of School or Business:** |  | **Type of school or business:** | |  |
| **If applicable Age range:**  **NOR:** |  | **Current salary/total package:** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education & Relevant Training** | | | |
| **A. Training** | | | |
| **Name of teacher  training institution:** |  | | |
| **From: (Month)/(Year)** |  | **To: (Month)/(Year)** |  |
| **Qualification obtained:** |  | | |
| **Subjects, main  and subsidiary:** |  | | |
| **Age range of pupils:** |  | | |
| **Other special interests** |  | | |

| **B. University, College, other institutions** (other than initial teacher training).  Give dates and state whether full-time or part-time courses | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Name of institution:** | | | | **From: (Month/Year)** | **To: (Month/Year)** |
| **1.** |  | | |  |  |
| **2.** |  | | |  |  |
| **3.** |  | | |  |  |
| **Degree/Diploma/Title:** | | **P.T./F.T** | **Subjects**  (main and subsidiary) | **Hons** (with class) **or pass grade** | **Date of award** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |

| **C. Secondary Education** | |
| --- | --- |
| **Name of institution** (give dates) | |
| **1.** |  |
| **2.** |  |
| **Academic qualifications** (give subjects, grades and dates) | |
|  | |
|  | |

| **Career History** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Please give details of ALL full and part-time work including particulars of ALL paid and unpaid employment or experience after the age of 18. For example, commercial experience, raising family, youth work, voluntary work, VSO, work overseas. Complete the columns working backwards from the present date. **Please leave NO gaps.** | | | | | | |
| **Dates  FROM:(M)/(Y)  TO: (M)/(Y)** | **Job title, employer, school name, address**  Type of business or activity | **Age range** | **Approx. school roll** | **Salary scale**  Include responsibility points | **P.T / F.T.**  State  proportion | **Reasons for leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

| **Breaks in Employment History** |
| --- |
| **If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc.** |
|  |
|  |
|  |

| **In-service Training & Development** | | | |
| --- | --- | --- | --- |
| **Give details of relevant courses and training undertaken in the last five years** | | | |
| **Dates and duration** | **Title of course / training**  **(incl. Home Study and  Distance Learning)** | **Name of provider**  e.g. LA, College etc. | **Qualification obtained (if any)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **Professional Membership** | | |
| --- | --- | --- |
| **Please give details of any professional body membership which you hold** | | |
| **Start date** | **Professional Body** | **Membership Level** |
|  |  |  |
|  |  |  |

| **References** | | |
| --- | --- | --- |
| **Please give the names, addresses and email of two employment referees who can be consulted regarding your professional ability for the post. One of the referees must be the Chair of Governors or Headteacher of your present or most recent school, and the other from your local authority (or equivalent). If not, we reserve the right to request one. References requests will be made by email and will be taken up before an offer of employment is made. It is the candidate’s responsibility to ensure that referees are made aware that they will be contacted and of timescales for providing references** | | |
| **1.** |  |  |
| **2.** |  |  |

| **Applicant Statement** |
| --- |
| **Using the Job Description & Person Specification:**  • Please pick out those aspects of your experience or skills that are relevant to this post.  • Using examples, explain how your ability, skills and knowledge match those required for the appointment.  • Please consider experience in previous employment and also other interests outside work, such as at home, in   the community or through voluntary activities.  • Governors are particularly interested in your personal educational philosophy and how you would apply it to their school.  **Please keep your statement to 2 sides of A4, minimum font size Arial 10** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Protection of Children**  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. | | | |
| **Disclosure of criminal background of those with substantial access to children is required** | | | |
| **Have you ever received a bind-over order, reprimand, formal warning, caution or been convicted of a criminal offence? Please answer Yes or No in the box** | | |  |
| **Answering YES does not necessarily ban you from appointment. If YES, you are required to give details as this post, for which you are applying, is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactorily enhanced criminal disclosure application form.** | | | |
| **Criminal convictions, cautions, reprimands or formal warnings** | | | |
| **Date** | **Offence** | **Sentence** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
| **Have you had an enhanced CRB/DBS check in the past two years?** YES  NO  **Please state reference number and give details** | | | |

|  |
| --- |
| **Disclosure of Relationship** |
| **Are you related by marriage, blood or as a co-habitee to any elected member or Senior Officer of the local authority, or a member of the School Governing Body?**  YES  NO |
| **If yes, please state the name, relationship and position held.** |
|  |

**Declaration**

I hereby give my consent for the school and its appointed agents to process and retain on ﬁle information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be processed in accordance with data protection legislation.

The information supplied by you will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By signing this form you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

Declaration

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post

**Signature Date**

The school is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB).

**Where to send your completed form**

Thank you for taking the time to complete this application form. Please take the time to check that you have completed all sections. Please email your application to: [Claire.Weller@steppingstones.org.uk](mailto:Claire.Weller@steppingstones.org.uk)

**Rehabilitation of Offenders Act 1974**

Any information you give will be strictly confidential.

We ask for details of any unspent criminal convictions you may have. If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision. We will treat it in the strictest confidence. Failure to disclose any ‘unspent’ or ‘spent’ (if relevant) convictions may result in the offer of employment being withdrawn. If already appointed you could be dismissed without notice.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare ‘spent’ or ‘unspent’ convictions for work in these categories. If you are applying for a job in any of the following categories, you MUST disclose all details of any caution or criminal offence:

• Work involving access to children, for example, school based staff, Youth Service etc.

• Work involving the provision of services to persons under the age of 18 which includes social services, care, leisure and recreational facilities and the provision of accommodation

• Work involving the provision of social services to persons:

- over the age of 65

- suffering from serious illness or mental disability of any description

- addicted to alcohol or drugs

- who have a sensory impairment

- who are substantially and permanently disabled by illness, injury or congenital deformity

**Rehabilitation Periods**

**The following list includes sentences which are subject to rehabilitation under the Rehabilitation of Offenders Act :**

For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution,or corrective training for a term exceeding 6 months but not exceeding 30 months 10 years

For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution, or corrective training for a term not exceeding 6 months 7 years

For a sentence of imprisonment of 6 months or less 7 years

For a sentence of borstal training 7 years

For a fine or other sentence (eg a community service order) for which no other rehabilitation period is prescribed 5 years

For an absolute discharge 6 months

For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Person Acts (and their equivalents in Scotland) 1 year, or until the order expires (whichever is the longer)

For detention by direction of the Home Secretary:

From 6 months to 2.5 years 5 years

From 6 months or less 3 years

For a detention centre order not exceeding 6 months 3 years

For a remand home order, an approved school order, or an attendance order The period of the order and a further year after the order expires

For a hospital order under the Mental Health Acts The period of the order plus a further two years after the order expires five years from the date of conviction whichever is the longer

**The following rehabilitation periods are for specific types of military punishment, with these rehabilitation periods being halved for offenders under the age of 17 at conviction.**

For cashiering, discharge with ignominy or dismissal with disgrace 10 years

For simple dismissal from the service 7 years

For detention 5 years