EMPLOYMENT APPLICATION FORM

Non-Academic

|  |  |
| --- | --- |
| Position applied for: |  |
| Applicant first initial and surname: |  |

Completing your application form

* Please complete the application form electronically in full. Note that you are not limited by the size of the answer boxes, they will expand as you complete.
* Save your completed form as a PDF.
* Please do not include a CV
* The completed form should be returned by the closing time and date advertised on the vacancy post.
* The form should be posted to:

Mrs Bowe, Derby Grammar School, Rykneld Road, Littleover, Derby, DE23 4BX

or emailed to:

[HR@derbygrammar.org](mailto:HR@derbygrammar.org)

1. Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Forename(s): | | Surname: |
| Previous Surname (if applicable): | | | |
| NI: | | | |
| Address: | | | |
| Postcode: | | | |
| Length of time you have you lived at this address:  If less than 5 years, please provide all previous addresses for past 5 years: | | | |
| Previous Address: | | Previous Address: | |
| Length of time at address: | | Length of time at address: | |
| **Contact details** | | | |
| Home telephone: | | Work telephone: | |
| Mobile telephone: | | Email: | |
| **General** | | | |
| Are you eligible to work in the UK? Yes No | | | |
| Have you read the School’s Child Yes No  Protection Policy? | | | |
| Please provide full details of membership to any professional bodies: | | | |

1. Sanctions, Restrictions and Prohibitions – Management positions only

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| --- | --- | --- |
| Have you ever been referred to the Department for Education, or are you the subject of a  direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | **Yes** | **No** |
| If answering ‘Yes’ to the question in Section 2, please provide details on a separate sheet and send this in a sealed envelope marked ‘confidential’ with your application form. | | |

1. Academic and Vocational Qualifications

*Please start with the most recent*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School/College/University | Dates | | Subject | Result | Awarding Body |
| From | To |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other Vocational qualifications, skills, training or CPD | | | |
| College or Institution | Dates | | Award/Course Title and Qualification |
| From | To |

1. Employment History

This information is required in accordance with official guidance from DfE (Safeguarding Children: Safer Recruitment and Selection in Education).

Please supply, **giving details of current employment first**, details of all employment, self-employment and any periods of unemployment since the age of sixteen. Please give in each case the reasons for leaving each employment.

For any teaching posts held, please give information about age range, subject(s) taught and the title of any posts held.

Please provide, where appropriate, explanations for any periods not in employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Current position** | | | |
| Dates of Employment | | Name and address of  employer | Job title and brief summary of main responsibilities |
| From | To |
|  |  |  |  |
| Current total gross annual salary: | | | |
| Reason for seeking other employment: | | | |
| Notice period: | | | |

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| **Previous positions – starting with the most recent** | | | | |
| Dates of Employment | | Name and address of employer | Job title with brief summary of responsibilities | Reason for leaving |
| From | To |
|  |  |  |  |  |

1. Gaps in Employment

Please give details of any gaps in employment since leaving full-time education.

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| --- | --- | --- |
| Start date | Finish date | Reason |
|  |  |  |

1. Suitability

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| Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other roles which demonstrate your ability and aptitude to undertake the duties of the post. |
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1. Referees

Please provide the contact details of two referees. One referee should be your current or most recent employer. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Note: The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. If the School receives a factual reference, additional references may be sought.

First referee

|  |
| --- |
| Name: |
| Job title: |
| Professional relationship to applicant: |
| Address:  Postcode: |
| Telephone No: |
| Email address: |
| May we contact prior to interview? |

Second referee

|  |
| --- |
| Name: |
| Job title: |
| Professional relationship to applicant: |
| Address:  Postcode: |
| Telephone No: |
| Email address: |
| May we contact prior to interview? |

1. Recruitment

It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees, including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

If your application is successful, the School will retain the information provided in this form on your personnel file. If your application is unsuccessful, all documentation will be destroyed securely, after six months.

We will use the information which you have provided, along with the information we collect from other sources for the following purposes:

To assess your suitability for the role for which you have applied.

To assess your suitability to work with children.

To enable us to comply with our legal obligations, such as safeguarding.

Further information on how the School uses personal data is set out in the School’s Privacy Notice, available on the website.

1. Declaration

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| --- | --- | --- | --- | --- |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head. If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.    Please disclose any unspent convictions, cautions, reprimands or warnings in this or any other country. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs) All other spent connections and cautions must be disclosed.  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service and DfE.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.   |  |  | | --- | --- | | I have nothing to declare | I enclose a confidential statement | | (please delete as appropriate) | | |

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| I confirm that the information I have given on this application form is true and correct to the best of my knowledge.  I confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children.  I understand that providing false information is an offence which could result in my application being rejected or dismissal and may amount to a criminal offence.  I consent to the School processing the information given on this form, including any sensitive information, as may be necessary during the recruitment and selection process.  I consent to the School making direct contact with the people specified as my referees to verify the reference,  I confirm that, to the best of my knowledge, I am not disqualified from working with children under the age of eight. |
| Signature: Date: |

1. Connections to Derby Grammar School

Do you have any family or close relationship to Derby Grammar School or its employees, teaching staff or governors?

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| --- |
| YES NO    If yes, please provide details: |

**Equalities Monitoring Form overleaf**

EQUALITIES MONITORING FORM

Confidential

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| --- |
| This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.  Derby Grammar School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.  We welcome applications from all sections of the community.  You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.  All information provided will be treated in confidence and used as set out in the School’s Recruitment Privacy Notice and Data Protection Policy.  Please complete the form as you feel is most appropriate for you. |

**Position applied for:**

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| --- |
| **White**: **□** British **□** Any other white background\* |

|  |
| --- |
| **Mixed**: **□** White and Black Caribbean **□** White and Black African **□** White and Asian  **□** Any other mixed background\* |

|  |
| --- |
| **Black or Black British**: **□** Caribbean **□** African **□** Any other Black background\* |

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| --- |
| **Asian or Asian British**: **□** Indian **□** Pakistani **□** Bangladeshi  **□** Any other Asian background\* |

|  |
| --- |
| **Chinese or other Ethnic Group**: **□** Chinese **□** Other Ethnic Group\* |

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| --- |
| \*Please specify |

|  |
| --- |
| **Gender** Please specify |

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| --- |
| **Date of Birth** |

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| **Do you consider yourself to have a disability:**  **□** Yes **□** No  If yes, please state nature of disability: |
| The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities”  The above Equalities and disability information will not be shared with the selection panel prior to interview, other than to make appropriate interview arrangements in the case of disability. |

If you wish, you may disclose information about yourself in this section about your:

|  |
| --- |
| Religion |
| Sexual orientation |

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| --- |
| **How did you become aware of this vacancy?**  Media: Date: Reference: |