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| **PLEASE DO NOT ENCLOSE A CV**  Please refer to the enclosed guidelines when completing your Application Form  This page and the page overleaf will not be seen by those who decide on the list of applicants  to be invited for interview | | | |
|  | | | |
| Post Applied For: |  | | |
| Closing Date: |  | Ref No: |  |

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| Personal Details | | | | | | | | | | | | | | | | | | | | | |
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| Title: |  | | Surname/Family Name: | |  | | | | | | | | | | | | | | | | |
| First Name(s): | |  | | | | | | | | | | | | | | | | | | | |
| Previous Surname: | |  | | | | | | | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | Post Code: | | | | |  | | | | | | | | | | |
| Mobile Number: | |  | | | | Telephone No (Home): | | | | |  | | | | | | | | | | |
| Email Address: | |  | | | | | | | | | | | | | | | | | | | |
| DfES No. (If applicable): | | | |  | | | | QTS Date (if applicable): | | | | |  | | | | | | | | |
| National Insurance No: | | | |  | | Do you have the daily use of a car ? | | | | | | | | | Yes | |  | | No |  | |
| **Asylum & Immigration Act 1996** | | | | | | | | | | | | | | | | | | | | | |
| Are you a UK/EU/EEA Citizen? | | | | | | | Yes | |  | No | |  | | | | | | | | | |
| If your answer is NO, and your application is successful you will need to provide evidence of your entitlement to live and work in the UK with a current valid Work Permit. | | | | | | | | | | | | | | | | | | | | | |
| **Relationships With The Council/ Councillors** | | | | | | | | | | | | | | | | | | | | | |
| Have you previously been employed by or sought employment with Ealing Council? | | | | | | | | | | | | | | Yes | |  | | No | | |  |
| If YES, please give details: | | | | | | | | | | | | | | | | | | | | | |
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| **Relationships With Featherstone High School** | | | | | | | | | | | | | | | | | | | | | |
| Are you related in any way to any member of the staff or Governors at Featherstone High School? | | | | | | | | | | | | | | Yes | |  | | No | | |  |
| If YES, please give details: | | | | | | | | | | | | | | | | | | | | | |
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| Advertising | | | | | |
| How did you find out about this vacancy? | | | | | |
|  | Newspaper: |  | Council Job List |  | Friend /Family |
|  | Internet: |  | E-teach |  | Other: |

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| References | | | | | | | |
| Please name two referees to whom confidential enquiries may be made. One MUST be your present or most recent employer. If you are at school or college or have recently left, please give the name of your teacher or lecturer. Referees MUST NOT be members of your family or spouse/partner. | | | | | | | |
| **First Referee** | | | | | | | |
| Name: | |  | | | | | |
| Address: | |  | | | | | |
|  | |  | | | | Post Code: |  |
| Telephone Number: | | |  | | | Email Address: |  |
| Relationship: | | |  | | | | |
| **You may** |  | | **May not** |  | proceed with your reference enquiries before my interview. | | |
| **Second Referee** | | | | | | | |
| Name: | |  | | | | | |
| Address: | |  | | | | | |
|  | |  | | | | Post Code: |  |
| Telephone Number: | | |  | | | Email Address: |  |
| Relationship: | | |  | | | | |
| **You may** |  | | **May not** |  | proceed with your reference enquiries before my interview. | | |
| **Please note that NO offer of employment will be made without the receipt of two satisfactory references** | | | | | | | |

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| 1. **Employment History** | | | | | | | | | | | | | | | | | | | | | |
| Please tell us about the jobs you have done over the past 10 years. Complete each column and explain any breaks in employment. Start with your most recent previous employment and list in descending date order (Please continue on a separate sheet if necessary) | | | | | | | | | | | | | | | | | | | | | |
| **Current or Most Recent Employment** | | | | | | | | | | | | | | | | | | | | | |
| Name of Employer: | | | |  | | | | | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | Post Code: | |  | | | | | | | | | |
| Telephone Number: | | |  | | | | | | | May we contact you discreetly at work? | | | | | | | Yes | |  | No |  |
| Post Title : |  | | | | | | | | | | | |  | | Full-time |  | Part-time | | | | |
| Current/Final Salary: | | | £ | | | | | | Grade: | |  | | | | | | | | | | |
| Type & Size of School (If applicable): | | | | | | | |  | | | | | | | | | | | | | |
| Dates of Employment: | | | | | From: | |  | | | To: |  | | | Notice Period Required: | | | |  | | | |
| Brief Description of Duties & Responsibilities: | | | | | | | | | | | | | | | | | | | | | |
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| Reasons for Leaving: | | | | | |  | | | | | | | | | | | | | | | |

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| **Previous Employment** | | | | | | | | | | | | | | | | | |
| Name of Employer: | | | |  | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | Post Code: | |  | | | | | |
| Post Title : |  | | | | | | | | | | | |  | | Full-time |  | Part-time |
| Current/Final Salary: | | | £ | | | | | | Grade: | |  | | | | | | |
| Type & Size of School (If applicable): | | | | | | | |  | | | | | | | | | |
| Dates of Employment: | | | | | From: | |  | | | To: |  | | |  | | | |
| Brief Description of Duties & Responsibilities: | | | | | | | | | | | | | | | | | |
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| Reasons for Leaving: | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Name of Employer: | | | |  | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | Post Code: | |  | | | | | |
| Post Title : |  | | | | | | | | | | | |  | | Full-time |  | Part-time |
| Current/Final Salary: | | | £ | | | | | | Grade: | |  | | | | | | |
| Type & Size of School (If applicable): | | | | | | | |  | | | | | | | | | |
| Dates of Employment: | | | | | From: | |  | | | To: |  | | |  | | | |
| Brief Description of Duties & Responsibilities: | | | | | | | | | | | | | | | | | |
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| Reasons for Leaving: | | | | | |  | | | | | | | | | | | |

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| 1. **Education and Training** | | | | | | | | | |
| Please give details of any education and training you have received. You will be asked to provide originals or certified copies of relevant certificates. If you are an NQT please also give details of your skills tests in literacy, numeracy and ICT | | | | | | | | | |
| **Secondary Education** | | | | | | | | | |
| **From**  (DD/MM/YY) | **To**  (DD/MM/YY) | **Name of School/College** | | **Exams Passed** | | | | | |
| **Subject** | | | **Level** | **Grade** | **Date**  (MM/YY) |
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| **Further Vocational Training** | | | | | | | | | |
| **From**  (DD/MM/YY) | **To**  (DD/MM/YY) | **Name of School/College** | | **Exams Passed** | | | | | |
| **Subject** | | | **Level** | **Grade** | **Date**  (MM/YY) |
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| **Membership of Professional Bodies** | | | | | | | | | |
| Name of body or association | | | Grade of membership or qualifications | | | Date awarded | | | |
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|  | | |  | | |  | | | |
| **Short Courses Attended** | | | | | | | | | |
| **Name of Course** | | | | | **Date Awarded** | | | | |
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| 1. **Skills, Abilities, Knowledge and Experience** |
| Describe how you consider your skills, abilities, knowledge and experience relevant to this position and describe those factors which make you a particularly suitable candidate, including voluntary work and experience gained outside of work. Please refer to the guidance notes attached.  Please continue on a separate sheet if necessary, however, please ensure your supporting statement is a maximum of 2 A4 sides (font size 9) |

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| 1. **Rehabilitation Of Offenders Act 1974** | | | | | | | | | | | |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) . The amendments to the Exceptions Order 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 using the following link.  <https://www.gov.uk/government/publications/dbs-filtering-guidance>  Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:   * your application will be taken no further * an offer of employment will be withdrawn * disciplinary action leading to dismissal will be taken (if employment has commenced)   You are required to say whether you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) | | | | | | | | | | | |
| Do you have anything to declare in relation to the above? | | | | | Yes | |  | | No | |  | |
| Have you ever been disqualified from working with children and /or included on the Childrens barred list (or its predecessor List 99) or subject to sanctions imposed by a regulatory body e.g.NCTL, DfE, DBS? | | | | | Yes | |  | | No | |  | |
| If Yes, please give details on a clearly marked separate page. | | | | | | | | | | | |
| 1. **Disability & Reasonable Adjustments** | | | | | | | | | | | |
| We welcome applications from people with disabilities and guarantee you an interview should you meet the minimum criteria for the job. The Equality Act 2010 defines disability as “any physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day-to-day activities”. | | | | | | | | | | | |
| Is there anything we need to know about your disability in order to provide you with any help you may need at the interview (e.g. do you need a sign language interpreter, an accessible interview room?) | | | | Yes | |  | | No | |  | |
| If Yes, please give details: | | | | | | | | | | | |
| 1. **Data Protection Act 1998** | | | | | | | | | | | |
| The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.  The school is under a duty to protect the public funds it administers, and to this end, should the school employ you, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose of protecting those funds. | | | | | | | | | | | |
| 1. **Declaration** | | | | | | | | | | | |
| I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form is an offence and could result in my application being rejected or summary dismissal and possible referral to the teachers’ misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management. | | | | | | | | | | | |
| Signed: |  | Date: | : | | | | | | | | |
| (Please initial if sent electronically) | | | | | | | | | | | |
| Print Name: |  | | | | | | | | | | |

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| 1. **Equal Opportunities and Monitoring** | | | | | | | | | | | | | |
| Featherstone High School operates a policy of equal opportunity and fair treatment for employment and development. To assist us in monitoring this policy, and for this reason only, applicants are asked to give details if their ethnic origin, sex and any disability. Your answers to these questions will help the School keep fair selection for all. This page of the Application Form will not be seen by those who have to decide on the list of applicants invited to interview | | | | | | | | | | | | | |
| Gender | | Male | | |  | Female | | | |  | | | |
| Ethnic Origin ( Please tick the box that best describes you) | | | | | | | | | | | | | |
| 1. **White** | | | | | | | | | | | | | |
|  | British | |  | Irish | | |  | Other White (please state) | | | | | |
| 1. **Mixed** | | | | | | | | | | | | | |
|  | White & Black Caribbean | |  | White & Black African | | |  | White & Asian | | | | | |
|  | Other Mixed (please state) | | | | | | | | | | | | |
| 1. **Asian or Black Asian** | | | | | | | | | | | | | |
|  | Indian | |  | Pakistani | | |  | Bangladeshi | | | | | |
|  | Other Asian(please state) | | | | | | | | | | | | |
| 1. **Black or Black British** | | | | | | | | | | | | | |
|  | Caribbean | |  | African | | |  | Other Black (please state) | | | | | |
| 1. **Other Ethnic Group** | | | | | | | | | | | | | |
|  | Chinese | |  | Any Other (please state) | | | | | | | | | |
| The Equality Act 2010 defines a person as having a disability if s/he ‘has a long physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities’. Ealing Council is actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc. | | | | | | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | | | | Yes | |  | No |  |

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| 1. **Additional Page** | | | |
| Full name: |  | Post Applied For: |  |
|  | | | |

**Guidance notes on completing your application form**

Please read these notes carefully as the decision to invite you to an interview will depend on the information you provide on your form.

1. **Information about you**

It is important that you fill in this section accurately and in full. Please do not leave any section blank.

1. **Advertising monitoring**

We are interested in how you found out about this vacancy and would appreciate it if you could state where you saw this vacancy.

1. **References**

References from your current or most recent employers will be required before any offer of employment is confirmed. You may wish to give the names of teachers, lecturers, and other professionals (this must not be a relative).

1. **Employment History**

Starting with your current or last job, list the main duties of the jobs you have done over the past 10 years. This information may be used to assess whether you meet the person specification for the job. Any breaks in employment dates should be explained.

1. **Education, training and relevant short courses completed**

List all the qualifications you possess and training courses you have attended. Information may be necessary to assess whether you meet the requirements for the job. Please ensure nothing important is omitted. Where a qualification is required, you will be asked to bring your original certificate if you are invited to an interview.

1. **Relevant Experience, Skills and Abilities**

This is the most important part of your application, as this is where you make your case for being given the job. Provide examples for each point on the person specification to show that you possess the skills and experience required. Please number your response to each of the points on the person specification form. Please ensure your supporting statement is a maximum of 2 A4 sides (font size 9)

1. **Rehabilitation of Offenders Act 1974**

FHS has a duty to protect children, vulnerable adults, people with disabilities and learning difficulties. This section must be answered truthfully and in full.

1. **Disability & Reasonable Adjustments**

FHS is committed to employing people with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

1. **Data Protection**

Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management

1. **Declarations**

Any false statements on this form is an offence and could result in the application being taken no further, or offer of employment withdrawn, or disciplinary action leading to dismissal will be taken (if employment has commenced).

1. **Monitoring Information**

Please remember to complete the monitoring information as it is essential for FHS to determine whether its equality and diversity policy is working with regard to employment. This page will be detached and not considered for short listing.

**Some points to bear in mind before you complete your application form**

You should present your application in a well organised and positive way (use active words such as ‘I plan/organise’ etc). Consider doing a rough draft before you complete the application form. This will help you to organise, plan your application properly and avoid mistakes.

All posts have a person specification/role profile which lists the knowledge, skills, abilities, experience and qualifications needed. Clearly show in your application how you meet all the requirements listed, giving examples how you meet each point. If you also have a list of competencies for the job you are applying for then please provide for each competency an example of a time when you demonstrated this competency at paid (or unpaid) work.

**Do not submit the same application form for all jobs.**

**Look at the requirements listed on the person specification relevant to each post.**