**APPLICATION FORM (ACADEMIC POSTS)**

Please complete this form in block capitals, preferably in black ink, and return to the school.

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| **Post Applied For:** | |
| **Surname:** | **Preferred Title (Dr, Mr, Mrs, Ms, Miss etc.)** |
| **Forename(s):** | **Date of Birth (Optional):** |
| **To assist us, please state where you first read or found out about this vacancy.** | |
| **Letter of Application** | |
| In support of your application, you are asked to write a statement giving your reasons for applying for this post. Please include any information that you consider relevant to this application, addressing the key areas in the person specification or vacancy advertisement. Please note a CV cannot be sent in place of this application form. Please continue on an additional sheet if required. | |
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| **1. Personal Details** | | | | |
| **Address:**      **Postcode:** | | | | |
| **Email** | | | | |
| **Telephone (home)** | | **Telephone (work)** | | |
| **Mobile** | | **National Insurance Number** | | |
| **Marital Status** | | **Name of Spouse** | | |
| **Children’s Name(s)** | | **Age(s)** | | **Male or Female** |
| **2. Education and Academic Qualifications –** Continue on a separate sheet if necessary. | | | | |
| **Teacher Reference Number** |  | | | |
| **School / College / University** | **From** | **To** | **Subject / Qualifications / Grades** | |
| Postgraduate Qualifications (including PGCE) Please include grades |  |  |  | |
| Higher Education  Please include grades, especially at Degree level |  |  |  | |
| Secondary (post 16)  Please include grades, especially at A level |  |  |  | |

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| **3. Present Appointment** (or most recent) | | | | | |
| Post Held | | | | | |
| Role | | | | | |
| School / College Address | | | | | |
| Number on Roll | | Age Range Taught | | | |
| Date Appointed | | Current Salary  and Grade | | **Full Time** / **Part Time**  (Delete as Appropriate) | |
| Notice Required  (or Date of Leaving) | | Consent to Contact Current Employer? **YES / NO** | | | |
| **4. Previous Employment**  Please start with most recent. Any dismissal or redundancy must be clearly stated. Continue on a separate sheet. | | | | | |
| Title of post and name of school/college/other employer | Full Time or Part Time | Type of School or establishment and age range taught. | Salary & Benefits | Period of Service    From To | |
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| **5. Gaps in Employment**  Please Indicate and explain any gaps in employment, including specific dates since leaving secondary education, use a separate sheet if necessary. | | |
| Date From | Date to | Reason for Gap |
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| **6. Interests/Out of School Activities -** (e.g. games, pastoral responsibilities, outdoor pursuits etc.) Indicate your experience, qualifications, degree of enthusiasm or desired level of involvement | | |
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| **7. Other relevant Work Experience** (please start with most recent) | | | |
| Nature of Occupation | Employer | Period of Service  From To | |
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| **8. Other Background Information** (Previous experience not already listed, affiliations etc.) | | | |
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| **9. Criminal Records** | |
| As this post is classified as having substantial access to children, the appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure will only be required following interview if it is considered that you are the most suitable candidate for the post.  **Do you have an Enhanced Disclosure issued by either the Disclosures & Barring**  **Service or the Criminal Records Bureau? YES / NO**    If you answered YES, please attach a copy of your certificate and provide :-  a). Enhanced DBS/CRB Disclosure Date :  b). DBS/CRB Disclosure Reference :  **Note:** The above information is printed on the Enhanced Disclosure document. | |
| **Have you been convicted by the Courts of any criminal offence? YES / NO**  If you answered YES, please provide full details in a sealed envelope. This will be destroyed, unread, if you are not called to interview. | |
| **Is there any relevant Court action pending against you? YES / NO**  If you answered YES, please provide full details :- | |
| **Have you ever received a Caution, Reprimand or Final Warning by the Police? YES / NO**  If you answered YES, please provide full details :- | |
| **10. Relationships with the School** | |
| Applicants are required to declare any close relationship with a member of the school’s Governing Body, with an employee of the school, or with a member or senior official of any organisation that has responsibility for the school.  I understand that failure to disclose such a relationship may result in my disqualification.  **Do you have a relationship with a member of the school’s Board of Governors**  **with an employee of the school, or with a member or senior official of an YES / NO**  **organisation that has responsibility for or within the school?**  **Are you related to, or do you have a relationship with, a pupil or parent YES / NO**  **or guardian of a pupil at Eton End School?**  If you answered YES to either of the above questions please provide full details :- | |
| **11. References** | |
| Please supply below the names and contact details of two people who we may contact for references. **One of these** **must be your current or most recent employer**. If your current or most recent employment does or did not involve work with children, then your second referee should be from an employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.  **May we approach your current employer without further reference to you? YES / NO**  **May we approach your other referee(s) without further reference to you? YES / NO**  **IMPORTANT**  If you answered **NO** to us approaching either of your referees without further reference to you, please clearly state below your reasons :- | |
| **Reference 1 (Current or most recent employer)** | |
| Name | Position |
| Organisation | |
| Address | |
| Telephone No | |
| Email Address | |
| In what capacity do you know the above | |
| **Reference 2 (Previous employer)** | |
| Name | Position |
| Organisation | |
| Address | |
| Telephone No | |
| Email Address | |
| In what capacity do you know the above | |

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| **12. Disabilities (This section is voluntary and may be disregarded should the applicant so wish)** |
| The School is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following question is to enable the School to offer assistance to a disabled candidate  to attend an interview.  **Are there any arrangements you might require to attend an interview? YES / NO**  If you answered YES, please provide full details of the arrangements required :- |

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| **13. Declarations by Applicant** |
| * **I confirm that I am not on the Children’s Barred List maintained by the Disclosures and Barring Service, disqualified from work with children or subject to other sanctions imposed by a regulatory body.** * **I consent to the School processing the information given on this form, including any ‘sensitive’ information as may be necessary during the recruitment selection process.** * **I consent to the School making direct and indirect contact with the people or the organisations specified as my referees in Section 11 of this form in connection with this application for employment.** * **I understand that if I am offered employment by the School I will be required to disclose any medical conditions I have which may harm the health or welfare of the children at the School or may affect my ability to fulfil my duties.** * **I understand that knowingly providing false information in this Application Form could result in my application for employment being rejected or rescinded.** * **I understand that if after my appointment any false information that I have provided in this application for employment becomes known to the School I may be subject to disciplinary action or summary dismissal.**       **Signed:** …………………………………………………..………………………………..……………… **Date :**  ………………………………………………………….    **Print Name :** ………………………………………………………………………………..………………………………………………………..…………….……………………………. |

**PLEASE NOTE**

**The information you provide in this section ‘Equal Opportunities Monitoring’ is confidential and does not form part of your employment application. Any information will not be taken into account when making any decisions about the appointment.**

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| **14. Equal Opportunities Monitoring** | | | | |
| We aim to create the conditions in which all applicants and employees are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio- economic background, disability, religion, family circumstance, sexual orientation or other irrelevant distinction.    In order to carry out our equal opportunities policy, we must have some means of monitoring our recruitment and selection procedures. Only by such measures will we be able to recognise potential sources of discrimination and take appropriate remedial action.  Please tick the relevant boxes below :- | | | | |
| **Are You?** | Female |  | Male |  |
| **Your marital status?** | Married |  | Single |  |
| **Do you consider yourself a lone parent?** | Yes |  | No |  |
| **Your Age Group?** | Under 21 |  | 21 - 30 |  |
| 31 - 40 |  | 41 - 50 |  |
| 51 - 60 |  | Over 60 |  |
| **Your Ethnic Origins?** | White, European |  | White, Others |  |
| Black, African |  | Black, Caribbean |  |
| Black, Others |  | Bangladeshi |  |
| Indian |  | Pakistani |  |
| Chinese |  | Asian (Non-Chinese) |  |
| Mixed Race |  | Others |  |