Breaking the Mould Sherwood Foundation School	**Application Form** **Support Post** *Confidential*

Equality and Monitoring Questionnaire - completion required

All applicants must complete the Equality and Monitoring Questionnaire as part of their application, in addition to completing this form.

Complete the Equality and Monitoring Questionnaire

Details of Post Applied For	
Name of Employer:	
Position Applied For:	
Job Reference Number (if any):	

Personal Information Let's talk about you…		
Title:		
First Name(s):		
Last Name(s):		
Previous Name(s):		
Address:		
Contact Details:	Contact Number:	
	Email Address:	
Country of Birth/Nationality:		
Do you currently have the right to work in the UK?		☐ Yes ☐ No
If YES and you have a work permit, give date it expires		
If NO, please specify your circumstances:		

National Insurance Number (if applicable)	
Do you consider yourself to have a disability that you wish to declare whilst making this application?	☐ Yes ☐ No
Are there any special arrangements that you wish to request should you be invited to interview?	

Employment History Please detail your career history, including any voluntary and unpaid work (multiple entries allowed)	
Position Held:	
Name of Institution:	
Address:	
From:	
To:	
Responsibilities and Achievements:	
Salary and Benefits:	
Hours:	
Reason for Leaving:	

Position Held:	
Name of Institution:	
Address:	
From:	
To:	
Responsibilities and Achievements:	
Salary and Benefits:	
Hours:	
Reason for Leaving:	

Position Held:	

Name of Institution:	
Address:	
From:	
To:	
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To:	

Responsibilities and Achievements:	
Salary and Benefits:	
Hours:	
Reason for Leaving:	

Position Held:	
Name of Institution:	
Address:	
From:	
To:	
Responsibilities and Achievements:	
Salary and Benefits:	
Hours:	
Reason for Leaving:	

Gaps in Employment		
Date From:	Date To:	Reason:

Referees References may be requested prior to interview. Please provide 2 professional referee(s). One must be your current or most recent employer. If not applicable, please provide a college/university course tutor. Please do not name relatives or people as a referee who are acting solely in their capacity as a friend. When providing a reference from a school or college please ensure the referee listed is a senior person within the school/college with appropriate authority. If the referee is school or college based, the reference should be confirmed by the headteacher/principal.	
Referee 1	
Title:	
Name:	
Occupation:	
Employer Name:	
Address:	
Telephone Number:	
Email Address:	
In what capacity do you know the referee:	
Contact Preferences (please select applicable):	☐ Contact referee at any stage ☐ Contact referee if I am shortlisted ☐ Contact me for approval

Referee 2	
Title:	
Name:	
Occupation:	
Employer Name:	
Address:	

Telephone Number:	
Email Address:	
In what capacity do you know the referee:	
Contact Preferences (please select applicable):	☐ Contact referee at any stage ☐ Contact referee if I am shortlisted ☐ Contact me for approval

Education and Qualifications						
Name of Institution:	Duration:		Courses/Subjects Taken and Examinations Results or Award and Date:			
	From:	To:	Qualification:	Subject(s):	Grade:	Date:

Interests and Activities Please provide details of any relevant interests or activities

Supporting Statement Please add a supporting statement, detailing your reasons for applying for the job, what makes you suitable, and any key experience you have that fits the specifications.

Before submitting your application, please ensure you have also completed the Equality and Monitoring Questionnaire.

Declarations

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

For more guidance, please visit www.gov.uk or www.hub.unlock.org.uk

Please answer the following questions:

Do you have any convictions or cautions that would not currently be filtered by the Disclosure and Barring Service (DBS)? *You do not need to disclose reprimands, final warnings or youth cautions or anything that would be filtered by the DBS.*	☐ Yes ☐ No
Do you have any record of disciplinaries in your current or previous positions, or have you had any allegations made against you?	☐ Yes ☐ No
It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you have answered 'YES' to the above and are called to interview, the employer will require you to provide further details at the interview stage. This will be managed in confidence directly by the employer.	
☐ I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in legal action. I understand that my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.	
Date:	**Signed:**