Please complete this form in black ink so we can obtain clear photocopies. If you are word processing your form the font size should be a minimum of 12 point. We **do not** accept CVs.

*Step by Step School is an****equal opportunity employer****. All applicants will be considered for****employment****without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

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| **1. Job Details** | | | | |
| Application for the post of: | | | | |
| Where did you see the post advertised? | | | | |
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| **2. Personal Details** | | | | |
| Family Name/Surname: | First Name(s): | | | Title |
| Address: | | | | Postcode: |
| Work telephone number: | | Home telephone number: | | |
| Email address: | | Mobile telephone number: | | |
| Preferred contact method: | | | | |
| National Insurance No: | | | Date of Birth: | |
| If you are currently employed, may we contact you discreetly at work? Yes No | | | | |
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| Equality Act (2010) – Disability | | | | |
| The Equality Act states that “a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months.   1. Do you consider yourself to have any disabilities? **Yes No**   Please state any arrangements you would like us to make to assist you if you are called for interview: | | | | |
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| 3. Education and Qualifications | | |
| Secondary School: | From: | To: |
| GSCE passes: | | |
| Further Education (college) | From: | To: |
| Qualifications gained: |  |  |
| University: | From: | To: |
| Degree/Subject: | Class/Division: | |

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| **4. Training, and/or Membership of Professional Bodies** | |
| Include any information here that is relevant to the job for which you are applying, e.g. tell us about any qualifications that you are studying for currently. List any training courses or conferences/seminars from which you have gained skills or knowledge. If appropriate, include details of membership of professional bodies and state how the membership was obtained e.g. examination, nomination, experience. etc. | |
|  | Relevant dates: |
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| 5. Present Employment | | |
| Name and Address of current employer: | | |
| Brief outline of responsibilities: | | |
| Post Title: | Date From: | To: |
| Salary: | Value of other benefits: | Notice period required: |
| Reason for leaving: | | |

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| 6. Previous Employment | | | | |
| Please list the most recent experience first and indicate the fraction of full-time where any post was part-time. | | | | |
| Name of Organisation | Position Held  (Full/Part Time) | Salary | Period of Service  From M/Y To M/Y | Reason for leaving |
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| 7. References | | | |
| Please give the name, address and contact number of two employers who can provide us with an assessment of your suitability for this post. One of the referees should be your current employer or most recent employer if you are unemployed. You must include a reference from a previous employer where you have worked with children. If you are at college or have recently left, please give the name of your teacher or lecturer.  References will be taken up at the shortlisting stage. Please put an ‘X’ in the box if you do not wish us to contact either referee before informing you. | | | |
| First Reference | | Second Reference | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Work relationship: | | Work relationship: | |
| Tel: | Postcode: | Tel: | Postcode: |
| Email address: | | Email address: | |
| **A job offer will not be made without two satisfactory references.** | | | |

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| **8. Skills, Abilities, Knowledge and Experience (Supporting Statement)** |
| When completing this section, which is the most important part of the form as it tells us about your knowledge, skills, abilities and experience, use the criteria listed in the person specification/job description as headings for your responses. Describe how these relate to the criteria by giving clear examples. Please do not repeat what the person specification states. For example, if it asks for ‘ability to’ or ‘experience of’’ give examples by referring to your professional/ academic/ personal life or voluntary work. If you do not make this clear in your application form, it is **unlikely** that you will be shortlisted for interview.  Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life or hobbies etc.  Use extra sheets if you need to and make sure they are clearly marked with your name, the job title and the job reference number. |

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| **9. Further Information** |
| **i. Authorisation to Work in the UK & Points-Based System** |
| To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. You will be required to provide evidence, prior to appointment, of a National Insurance Number, passport or other documentation on the approved list to ensure the Immigration Act is being complied with.  Are you able to provide evidence of your right to work in the UK? **Yes No**  Do you require a work permit? **Yes No** |
| **ii. Rehabilitation Of Offenders Act 1974 (Exceptions) Amendment Order 1986** |
| Before any person is appointed to a post which involves substantial access to children, the school has a duty to process a Disclosure and Barring Service (DBS) Application to check for any criminal convictions, cautions, bindovers or pending prosecutions which would make it undesirable for the person to work with children. Because of the nature of this post you are not entitled to withhold information about convictions, cautions or bindovers which, for other purposes, are ‘spent’ under the provisions of the Rehabilitation of Offenders Act 1974. This is because of the terms of the (Exceptions) (Amendment) Order 1986. For this reason if you are shortlisted for this post you will be asked to complete a more detailed form. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application. In signing this application you will be acknowledging that you understand a CRB disclosure check will be made.  Do you have any criminal convictions, (including spent and unspent), cautions, bindovers or prosecutions pending? **Yes No**  If you answered **yes** please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name along with the job title and reference number and returned with your application form. |
| **iii. Disciplinary Record** |
| Are you (or have you everbeen) dismissed for gross misconduct/misconduct from employment involving access to young people or resigned in the face of such allegations? **Yes No**  If Yes, give details: |
| Are you (or have you ever been) dismissed from a teaching post for alleged incompetence or resigned in the face of such allegations? **Yes No**  If Yes, give details: |
| Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this application? **Yes No**  If Yes, give details: |
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| **Declaration** |
| The school is a data controller for the purposes of the Data Protection Act 1998 and will comply with the employment practices data protection code.  Application forms for unsuccessful candidates are retained by the School and will be destroyed 6 months after the appointment date.  **Declaration:**  I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal.  Signed: Date: |

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| **What to do Next?** |
| Please return your application form by the specified closing date to: **ceastwood@stepbystepschool.org.uk** |

Step by Step school is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment.