

**Application Form CONFIDENTIAL**

**Please Email your completed form to:**

[**office@theswanageschool.co.uk**](mailto:andreaknapman@theswanageschool.co.uk)

or by post to: The Swanage School, High Street, Swanage, Dorset. BH19 2PH

This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

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| **Post Details** |
| Post Applied for: |
| at: **The Swanage School** |

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| **Personal Details** | |
| Your title: (optional) | Date of Birth:       /       / |
| First Name(s): | |
| Surname: | |
| Previous names known by: | |
| Address and postcode: | |
| Home phone number: | Work phone number (optional): |
| Mobile phone number: | E-mail: |
| TRN Reference Number: | NI Number: |
| (Formerly DfES/DFEE/DCSF) | If have no NI number please give details in your personal statement. |
| **Referees** | |
| Please give details of two referees. If you are, or have recently been employed, one **must** be your current or last employer. One of your referees must be able to make reference to your work with children. If your current or last employment was within a school, one referee **must** be the head teacher or Chair of Governors.  Your referees **must not** be a relative or partner. | |
| 1. Name: | 2. Name: |
| Job Title: | Job Title: |
| Address: | Address: |
| Daytime phone number: | Daytime phone number: |
| Email: | Email: |
| Capacity in which known to you: | Capacity in which known to you: |
| **References will be taken up after shortlisting and before interview.**  **We may request additional referees.** | |

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| **Present or last employment** |
| If you have more than one post please provide details of the most relevant post here and include your other post/s under ‘Previous Employments.’ |
| 1. Present Post Title: |
| 2. Name & Address of workplace: |
| 3. Salary, Point and any additional responsibility points or allowances: |
| 4. Date Appointed:       /       / |
| 5. Type of School including Single/Mixed Sex: |
| 6. Number on Roll: |
| 7. Age Range Taught: |
| **Key Duties and Responsibilities** |

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| **Previous Teaching/Leadership Posts** | | | | | | |
| Please list in chronological order. Be explicit about the type of school or college and the length of time that the post was held. Please give reasons and duration for any gaps when you have not been in employment.  *Please add rows to this table as required and/or continue on a separate sheet.* | | | | | | |
| Name of Local Authority, Education Trust or owner | Name, contact details and type of School/College and whether single/mixed sex | Approx Number on Roll | Age Range Taught | Post Title, Grade or Scale, Full or Part time | Dates (month and year) | Reason for leaving |
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| **Previous Employments (other than teaching)** | | | |
| Please include any voluntary work, giving reasons and the duration of any gaps when you have not been in employment.  *Please add rows to this table as required and/or continue on a separate sheet* | | | |
| Name and contact details of previous employers | Position and Responsibilities | Dates (month and year) | Reason for leaving |
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| **Education, Training, Qualifications & Professional Membership** | | | |
| Please list in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. | | | |
| Secondary, Higher & Further Education / Organising Body / Professional Association | Qualification Achieved | Level & Grade | From / To (month and year)  Full or Part Time |
| If relevant include key stage training, subject specialisms, specialist training or special studies (publications or research dissertations) |
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| **Professional Development** | |
| Please describe any relevant professional development/training you have gained within the past three years. Also briefly state the impact of the training.  *Please add rows to this table as required and/or continue on a separate sheet* | |
| Date | Description of the training and the impact it has had on children’s learning |
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| **Personal Statement** |
| To support this application form please include a personal statement of no more than two sides of A4 that sets out how your experience and skill will enable you to meet the requirements of the post. This can be completed in this box, or as a separate two page supporting statement. |
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| **Asylum & Immigration Act, 1996** | |
| Can you provide evidence of your legal right to work in the UK? | Yes  No |
| (You will be required to produce this documentation at Interview) | |

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| **Positive About Disabled People** | |
| Education Swanage Ltd is committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. Please tick the box below if you consider yourself to have a disability\*. In addition please advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.  \* **The Disability Discrimination Act 1995 defines disability as** any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person’s life. | |
| Do you consider yourself to have a disability?  Yes  No  Prefer not to say |  |
| Do you have any special requirements in relation to your interview arrangements? |  |
| Yes  No  Prefer not to say  If ‘Yes please give details: | |

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| Are you, to the best of your knowledge, related to any member of Education Swanage Ltd or the Board of Governors, of The Swanage School? | | |
|  | | Yes  No |
| If “yes” please provide the details below: | |  |
| Name: | Position: | |
| A candidate who fails to disclose their relationship to a member of Education Swanage Ltd or Board of Governors, may have their application rejected. If appointed they may be subject to disciplinary action or dismissal. | | |

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| **Criminal convictions – Rehabilitation of Offenders Act 1974** | |
| All applicants are required to provide full details about any criminal record they may have.  The successful applicant will be required to make an application to the Criminal Records Bureau (CRB) for disclosure under the provisions of the Police Act (1977).  The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad, including those ‘spent’ under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending. You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, eg The General Teaching Council.  Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.  Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. Do you have any criminal record information to disclose? | |
| No  Yes | If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence. |
| If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good Repute from that country / countries Embassy in the UK. For example if you have worked in France, you must obtain a Certificate of Good Repute from the French Embassy in the UK. | |

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| **CONVICTIONS** | | |
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| **PROSECUTIONS PENDING** | | |
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| **DISQUALIFICATION ORDER** | | |
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| **GOVERNMENT DEPARTMENT LISTS** including  DFE List 99 (formerly DfES/DfEE/DCSF), Department of Health (DoH) Protection of Children Act List (PoCA), or Department of Health (DoH) Protection of Vulnerable Adults (PoVA) | | |
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| **Retired Teachers** | | |
| Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again. | | |
| **Declaration** | | |
| 1. | The information I have given on this form is true and accurate to the best of my knowledge. | |
| 2. | I have read or had explained to me and understand all the questions on this form. | |
| 3. | I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post. | |
| 4. | I understand that evidence of my qualifications will be required during the selection interview process. | |
| 5. | I understand that satisfactory references, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made. | |
| Signed ……………………………………………… | | Date ………………………………………………… |
| **If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.** | | |

All information provided on this form will be dealt with in accordance with in accordance with the Data Protection Act 1984, Amended 1998. This information may be computerised and used for administrative purposes within Education Swanage Limited All personal information computerised by the Trust has to be registered and may only be used and disclosed as described in the Data Protection Register.

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| **Recruitment Monitoring** | | | |
| Education Swanage Ltd is committed to achieving fairness and equality in employment. We aim to ensure that unfair discrimination does not take place at any stage of employment, including within the recruitment procedure. By completing this monitoring form you will be supporting us in meeting our commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This page will be detached from your application form, stored securely and confidentially and will not be taken into account when making the appointment. | | | |
| Surname: | Title (Optional): | | First Name(s): |
| Nationality: | | Date of Birth: | |
| Are you: Male  Female | | | |
| Post Applied For: | | Post Ref No: | |
| Location: | | Full Time/Part Time: | |

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| **What is your ethnic group?** | | | |
| Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background. | | | |
| **a) White** | | **d) Black, Black British** | |
|  | British |  | Caribbean |
|  | Irish |  | African |
|  | Any other White background, please write in |  | Any other Black background, please write in |
| **b) Mixed** | | **e) Chinese, Chinese British** | |
|  | White and Black Carribean |  | Chinese |
|  | White and Black African |  | Any other background, please write in |
|  | White and Asian |
|  | Any other Mixed background, please write in |  |  |
| **c) Asian, Asian British** | | **f) Gypsy / Traveller** | |
|  | Indian |  | Romany Gypsy |
|  | Pakistani |  | Irish Traveller |
|  | Bangladeshi |  | Any other Traveller background, please write in |
|  | Any other Asian background, please write in |
| I prefer not to disclose | | | |

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| To which age band do you belong? | 16-19 | 20-24 | 25-29 | 30-34 | 35-39 |
|  | 40-44 | 45-49 | 50-54 | 55-59 | 60+ |

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| **Religion / Belief** | | | | | |
| Christian (all denominations) | Buddhist | Hindu | Jewish | Muslim | Sikh |
| None | Other please specify: | | | | |
| I prefer not to disclose | | | | | |