#

**Oliver Goldsmith Primary School**

Camberwell

London SE5 8UH

Email: office@olivergoldsmith.southwark.sch.uk

www.olivergoldsmith.southwark.sch.uk

**Job application form**

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss, Ms etc) | Telephone (Home) |
| Forename/s | Telephone (Mobile) |
| Surname | Telephone (Business) |
| Please state any previous names | Email address |

Address:

Post code:

Professional Registration No.

1. Personal Details

How did you become aware of this vacancy?

Post Title:Closing Date for applications:

Please read the guidance notes for job applicants carefully and study the job description and person specification before completing this form

GTCE Registration No:

How did you become aware of this vacancy?

|  |
| --- |
| For sections 2, 3, 4 & 5 please use additional sheets of paper if you require further space to convey all your information |

Name and location of

School/college/institute

Subjects/Qualifications

**Grades and dates** of any professional qualifications

**2. Relevant education, technical and/or professional qualifications**

**4. Employment History**

**Please give details of relevant jobs held including part-time and unpaid work, starting with your present/last employer (Please account for any gaps in your employment history)**

**3. Details of relevant personal development/training courses**

Course Title:

Course provider:

Year:

Employer

(Name and address)

Jobs held and main duties/responsibilities

Dates from

Dates to

Salary and grade

**5. Knowledge, skills and experience**

**Tell us how your knowledge, skills and experience meet the selection criteria detailed in the person specification. Please refer to the guidance notes for job applicants for an explanation.**

**You may find it useful to bullet point the selection criteria, and provide an explanation with examples of how you meet these.**

* *The Disability Discrimination Act 1995 describes a disability as:*

*‘A physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities.*

If you have a disability, we will offer you an interview as long as you meet the essential criteria of the post.

Also, please let is know of any special requirements you may have which will help us to ensure fair selection.

If yes, please state below the nature of your disability:

Another Ethnic Group

 Chinese/Vietnamese Cypriot Greek Cypriot Turkish Cypriot other

 Any other ethnic group – please state

Black

 Black British Black Caribbean Black African

Another Black Background

Mixed

 White and Black Caribbean White and Black African White and Asian

 Another Mixed Background

Asian

 Asian British Asian Indian Asian Pakistan Asian Bangladeshi

Any other Asian background

White

British Irish Any other white background

Do you consider your ethnic origin to be:

Gender: Enter Date of birth:

Post Title:Closing Date for applications:

(Please indicate which post you are applying for)

**Recruitment Monitoring**

To help us ensure that we are recruiting people in a fair and non-discriminatory way, all job applicants are asked to complete monitoring data about themselves. Please complete the sections below by highlighting the appropriate entry. This information will be treated as confidential. It will be separated from your application form and will not be seen by the recruitment panel.

**Do you consider yourself to have a disability?**

**8. Relationship to existing staff member, Councillor or officer of the local authority.**

|  |
| --- |
| **Note:** **It is against the law to employ a person aged 16 or over who does not have permission to live and work in the UK. You will be requested to produce documentary evidence of your legal right to work in the UK before starting work with us.** |

Name:

Address:

Post Code:

Telephone:

Email Address:

Occupation:

Relationship:

Please indicate **two** people who can provide your professional references, one of whom **MUST** **be your present/most recent employer.** If you are a recent school or college leaver, one of your references **MUST** be from a tutor. Please note that the school reserves the right to approach your current or any other previous employers. References will be sought for shortlisted candidates prior to interview.

If you were successful in your application, would you require a work permit prior to taking up employment?

**7. Work Entitlement**

**6. References**

Name:

Address:.

Post Code:

Telephone:

Email Address:

Occupation:

Relationship:

All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, step child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing member of staff, councillor or officer of the Local Authority or the partner of such person.

Are you related to an existing member of staff, councillor or officer of the Local Authority as described above?

If yes, please provide the following details:

Full Name: Relationship:

Full Address (including post code)

Relationship

9. Declaration

**I declare that the information I have provided is accurate and true and that I have not omitted any facts which may have a bearing upon my application. I understand that a false declaration which results in my appointment to the school/Council’s service will render me liable to disciplinary action, including dismissal without notice and, in certain circumstances, legal action taken against me.**

**SIGNED: DATE:**