|  |
| --- |
| **Surname** |
| **Title** |

**APPLICATION FORM**

|  |
| --- |
| **Marketing Executive** |

When completed, this form should be posted, or emailed, along with a covering letter to the Headmaster care of:

Director Finance & Operations

Newcastle under Lyme School  
Mount Pleasant  
Newcastle-under-Lyme  
ST5 1DB

Telephone: 01782 631197

Fax: 01782 632582

Email: [seniorreception@nuls.org.uk](mailto:seniorreception@nuls.org.uk)

***The completed form should be returned to the Director Finance & Operations***

***By 12 noon on Wednesday 15th September 2021.***

***Please do not enclose a curriculum vitae as this will not be used in as part of our***

***application process.***

1. **Contact details**

|  |  |
| --- | --- |
| Full name: | |
| Preferred name/s: | |
| Current address:    Postcode: | |
| Email address: | Telephone no (daytime): |
| Telephone no (evening): | Mobile no: |

1. **Other information about you**

|  |
| --- |
| Current total gross annual salary: £  Current point on Teachers’ pay scales (if applicable): |
| Is any responsibility payment, boarding allowance, London weighting or equivalent included in your gross salary? If so, please give details. |
| DFE reference number(if applicable): |
| Do you have Qualified Teachers Status (QTS)? |
| How much notice do you have to give your current employer, if applicable? |
| Do you require a work permit to work in the UK?  If **YES**, please indicate the  Type of permit required:  Permit number:  Expiry date: |
| Adjustments:    Please provide any information we need to know at this stage in your application. For instance, if invited to interview would you need any particular arrangements, eg, communicator, equipment? |

1. **Education History**

**Required in accordance with official guidance from DFE (Safeguarding Children: Safer Recruitment and Selection in Education).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School/College | Date From | Date To | | Examinations taken (with results) | | |
|  |  |  | |  | | |
| **FURTHER EDUCATION**  Name of University/College | Date From | Date To | | Principal degree  subjects | | Class of Degree |
|  |  |  | |  | |  |
| **POSTGRADUATE TRAINING** | | | | | | |
| Name of Institution and Qualifications gained | | | | | Date obtained | |
|  | | | | |  | |
| **PROFESSIONAL QUALIFICATIONS** | | | | | | |
|  | | | If applicable:  Qualified Teacher Status:  Registered with GTC:  Registration No: | | | |

1. **Education and Training History**

**Required in accordance with official guidance from DFE (Safeguarding Children: Safer Recruitment and Selection in Education).**

|  |  |  |  |
| --- | --- | --- | --- |
| **PRESENT/MOST RECENT EMPLOYMENT:** | | | |
| **Name and Address** | **Appointment** | **Date From** | **Date To** |
|  | **Reason for leaving:** |  |  |
| Summary of current responsibilities (including any additional duties/activities performed) | | | |
|  | | | |
| **Professional development and training**  Please give details of any relevant training you have undertaken in the past three years. | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT:**  Please supply details of all employment, self-employment and any periods of unemployment since the age of sixteen, starting with the most recent. Please use the continuation sheet at the back of this application if necessary. For any teaching posts held, please give information about age range, subject(s) taught and the title of any posts held. | | | |
| **Employer’s name and address** | **Appointment** | **Dates** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |

1. **Other interests and activities**

Please give information about any interests, hobbies or activities in which you are involved. Please indicate any activities that you would like to offer as your co-curricular contribution (including Games) and indicate standard, where appropriate.

|  |
| --- |
|  |

1. **Your interest in this post**

Please state why you are applying for this post and say what particular attributes, qualities or special areas of interest or expertise you would bring to it. Please refer to the details of the role advertised to give clear examples of your suitability for this role. (Use the continuation sheet if necessary).

|  |
| --- |
|  |

1. **Referees**Please give the contact details of three referees.

One referee should be your current or most recent employer.

Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

We may wish to take up references for applications before interview unless you request that we should not do so.

Please note that referees may be contacted by telephone and will be invited to submit confidential written references.

**First referee**

|  |  |
| --- | --- |
| Name (including title): | |
| Job Title: | |
| Address:  Postcode: | |
| Telephone number: | Fax number: |
| Email address: | |

**Second referee**

|  |  |
| --- | --- |
| Name (including title): | |
| Job Title: | |
| Address:  Postcode: | |
| Telephone number: | Fax number: |
| Email address: | |

**Third referee**

|  |  |
| --- | --- |
| Name (including title): | |
| Job Title: | |
| Address:  Postcode: | |
| Telephone number: | Fax number: |
| Email address: | |

**Data Protection**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

1. **Declaration**

As the job for which you are applying involves substantially opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and the destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs) All other spent convictions and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

|  |  |
| --- | --- |
| **I have nothing to declare** | **I enclose a confidential statement** |
| (please put a cross as appropriate) | |
| I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. | |
| Signed: | |
| Date: | |

**Continuation sheet (if required)**

|  |
| --- |
|  |

**Equal Opportunities Monitoring Form**

|  |  |  |
| --- | --- | --- |
| This section of the application form will be detached from your application and will be used solely for equality monitoring purposes. This from will be kept separately from your application.  Newcastle-under-Lyme School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.  We welcome applications from all sections of the community.  You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.  All information provided will be treated in confidence and uses as set out in the School’s Recruitment Privacy Notice and Data Protection Policy.  Please complete the form as you feel is most appropriate for you. | | |
| **Vacancy applied for:** | | |
| Ethnic Origin | | |
| I describe my ethnic origin as: (please tick relevant box) | | |
| White British  Irish  Irish Travelling Community  Other White | Black or Black British Black Caribbean  Black African  Other Black | Chinese or other  Ethnic Group  Chinese  Other Ethnic Group |
| Mixed  White and Black Caribbean  White and Black African  White and Asian  Other Mixed | Asian or Asian British  Indian  Pakistani  Bangladeshi  Other Asian |  |
| Gender (please specify) | | |
| Date of Birth | | |
| Do you consider yourself to have a disability | | |
| Yes  No  If Yes, please state nature of disability:    The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day acti*v*ities”. | | |
| If you wish, you may disclose information about yourself in this section about your: | | |
| Religion | | |
| Sexual orientation | | |
| How did you become aware of this vacancy? | | |
|  | | |