

# *Application for Employment (Confidential)*

**Please complete in black or dark blue ink. Typewritten applications are also acceptable**

**Post details**

|  |  |
| --- | --- |
| **Job title:**  | **Your application should be emailed to:** **andrea.layzell@stedmundsbradford.org.uk**  |
| **Advert reference number:** N/A  |
| **School or unit: St Edmund’s Nursery School**  |
| **Closing date:**  |

**Personal details**

|  |  |
| --- | --- |
| **Surname:**       | **Forename(s):**       |
| **Previous Surname(s):**      [ ]  **Ms**  [ ]  **Mrs** [ ]  **Miss**  [ ]  **Mr**  [ ]  **Other (please state):**       |
| **Home Address (including postcode):**      | **Address to which correspondence should be sent if not home address (including postcode):**      |
| **Daytime telephone number:**       | **Evening telephone number:**       |
| **Email address:**       |
| **Do you hold a current driving licence? Yes** **[ ]  No** **[ ]**  |
| **National Insurance Number:**        |
| **Religious Denomination/Faith\***      **\* For vacancies in schools with a religious character only.**The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003 |
| **How did you learn of this vacancy?**       |

**Policy Statement**

We are committed to the rights of the child, the child’s safety and emotional well being, and the protection of the child from all forms of abuse.

**Language skills**

|  |  |  |
| --- | --- | --- |
| **Do you speak or write any languages other than English?** | **Speak** | **Write** |
| **Language:**      **Language:**       | [ ] [ ]  | [ ] [ ]  |

**Employment history**

|  |
| --- |
| **Current or most recent employment:** |
| **Post title:**       | **Employer’s name, address and telephone number:** *(including Local Authority, Diocese, school name, type and group number, if applicable)*      |
| **Dates from / to:**       |
| **Salary or wage:**       |
| **Allowances, or additional salary points:**       |
| **If part time please show weekly hours:**       | **Length of notice or date able to commence:**       |

|  |
| --- |
| **Brief description of duties:**       |

|  |
| --- |
| **Reason for wishing to leave (please indicate if you do not intend to resign from your current post):**      |

|  |
| --- |
| **Previous employment:**  |
| **Employer’s name** **and address****(inc LA, Diocese and type** **of school if applicable)** | **Position held****(if part time, show weekly hours)** | **Salary / wage** | **Dates****From To** | **Reason for leaving** |
|       |       |       |       |       |       |

**Education and qualifications**

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications****Examination subjects, if applicable, indicate main/subsidiary subjects** | **Results****Grade or classification** | **School, College** **or University** | **How obtained****(Full time, part time** **or correspondence)** | **Period of study****From To** |
|       |       |       |       |       |       |
| **Applicants for teaching posts must provide the following information:****Newly Qualified Teachers (NQTs)****If you qualified as a teacher after 7th May 1999, please complete the following section:****Date when qualified:**       **Date when completed induction:**       **Please state class and division of your degree:**       **Honours: Yes [ ]  No [ ]** **What age ranges have you been trained to teach?**      **Your GTC number:**       **Name used when registered:**      **Are you GTC registered? Yes: [ ]  No: [ ]  Have you paid this years subscription: Yes: [ ]  No: [ ]** **For teaching posts in Catholic schools only:****Do you have the Catholic Certificate in Religious Studies (‘CCRS’) or equivalent? Yes [ ]  No [ ]** **If applicable, where and when did you obtain the CCRS (formerly Catholic Teachers’ Certificate and Certificate in Religious Education)?**      **CCRS Registration number (if known):**      **Please provide details of any other specialist Catholic postgraduate qualification (eg Certificate in Subject Leadership in Catholic Schools, MA in Catholic School Leadership):**       |

**Other training**

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course and** **training details** | **Results** | **Where obtained** | **Full time, part time, residential** | **Dates****From To** |
|       |       |       |       |       |       |

**Additional information / personal statement**

**Please ensure that you use the space below to submit a personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.**

**References**

It is our policy to take up references for shortlisted candidates. Give names and addresses of three referees, one of which should be your present or most recent employer, and if applying for a school with a religious character one of which should be from your parish priest or other religious leader. If you are known to your referee/s by a former name please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer.

If you are applying for a teaching post or working with children and are employed by another LA or an independent school your employer will be asked to provide a reference, in which the following will be required. Any reference must include any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired and whether the applicant has been the subject of any child protection concerns and any outcomes. If you are not currently employed by an LA or independent school please name three referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.

|  |  |  |
| --- | --- | --- |
| **Name of referee** | **Status or job** | **Address for contact** |
| **1.**      **Tel. No:**       |       |      **Email address:**       |
| **2.**      **Tel. No:**       |       |      **Email address:**       |
| **Name of referee** | **Status or job** | **Address for contact** |
| **3.**      **Tel No:**       |       |      **Email address:**       |
| **May we approach your present employer before the interview?** **Yes** [ ]   **No** [ ]   |

**Important Notes**

**Declaration**

**Immigration, Asylum and Nationality Act (2006)**

**In accordance with the Immigration, Asylum and Nationality Act 2006, the employer will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.**

**I confirm that I am legally entitled to work in the UK.**

**Safeguarding Vulnerable Groups Act (2006)**

**The employer is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.**

**I confirm that I am not barred by the Disclosure and Barring Service (DBS) from working with or applying to work with children (and/or vulnerable adults if appropriate), or included on the Children’s Barred List (or the Adults Barred List if appropriate).**

**Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended)**

**All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.**

**If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, it is likely you will be provided with a self-disclosure form by the potential employer on which you will be asked to disclose any unspent convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 & 2020). The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied and any information given should be treated as confidential and only be used by the potential employer in relation to the post for which you have applied.**

**Guidance and criteria on the filtering of these cautions and convictions can be found at the**[**Disclosure and Barring Service website**](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering)**. You may be asked for further information about your criminal history during the recruitment process.**

**If you are the successful applicant it is likely you will be provided with an Enhanced Disclosure & Barring Service (DBS) application and consent form. Failure to complete this form may result in your application not proceeding any further**

**I agree that the appropriate enquiry may be made to the Disclosure & Barring Service or successor body.**

**Data Protection Act (2018)**

**Information from this application form may be held securely by Bradford Council or the employing school. The employers are registered under the Data Protection Act (2018); individuals have the right of access to personal data concerning them.**

**I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 2018.**

**Disclosure**

**A candidate for any appointment with the Council / Governing Body must state below any known relationship to a Councillor, Co-opted Member, Director or Assistant Director of the Council, any member of the Governing Body or existing employees of the Governing Body when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.**

**Health**

**Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.**

**………………………………………………………………………………………………………………………………………………………**

**Are you related to a Councillor or Senior Officer of the Council or any member of the Governing Body or existing employees of the Governing Body?**

**Yes No**

**You are reminded that where the Governing Body are the employers the post will be subject to the terms and conditions of the appropriate model contract (eg CES, Church of England, Foundation Schools etc)**

**--------------------------------------------------------------------------------**

**I confirm that the above information is complete and accurate and that any offer of employment is subject to satisfactory references and, if required for the post, a satisfactory enhanced DBS check.**

**Confirm**

**Sign --------------------------------------------------------**

**Name --------------------------------------------------------**

**Date -------------------------------------------------------**