

# Application for Employment

## Jobs working with Children



Chalton Lower School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Please read the application form guidelines before you complete this form.

SECTION A	Job Details	
Job applied for:		
Location:		
Job Reference Number:		

SECTION B	Personal Information		
Surname:			
First Name:			
What title do you use? (For e.g. Mr/Mrs/Miss/Ms/Dr):			
Address (including post code):			
How may we contact you quickly:	Daytime	Evening	
Telephone Number:			
Mobile Number:			
<b>Email Address:</b> This address may be used to contact you during the recruitment process.			

SECTION C	Current or most recent Employment/Voluntary Work		
Name and address of organisation:	Job held:	Current Salary/Pay Rate:	
	Date of appointment:	Length of notice:	
Brief summary of duties and responsibilities:			
Are you currently in employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please state the date when last employment ended and the reason:		

<b>SECTION D</b>	<b>Educational and Professional/Specialist Qualifications</b>	
<p>Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview. (Please use an additional sheet if necessary)</p>		
<b>Name and address of School, College or University attended:</b>	<b>Qualifications: (for example NVQ, GCSE, A level, Degree)</b>	<b>Grade/Result received:</b>

<b>SECTION E</b>	<b>Training relevant to this post. (Please use an additional sheet if necessary)</b>	
<b>Name of Organisation:</b>	<b>Name of specialist training courses:</b>	<b>Result received:</b>

**SECTION F****Employment History**

Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.

(Please use an additional sheet if necessary)

Organisation's name and address:	Employment dates to nearest month		Your role:	Reason for leaving:
	From:	To:		

Please give details and reasons of any gaps in work history:

**SECTION G****Additional Information**

**With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.**

(Please use an additional sheet if necessary)

SECTION H	References
<p>Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable. The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.</p> <p>Where you are not currently working with children but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.</p> <p><b>If you are unable to provide your employer's details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.</b></p> <p>The referees provided will be asked if you have any live disciplinary offences and also about any 'time expired' disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.</p> <p><b>PLEASE NOTE THAT the school reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.</b></p>	

Referee from Present or Last Employer/Voluntary Organisation			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Second Referee			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Referee – please provide an additional referee below if we are unable to contact your present employer prior to interview.			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION I	Further Information	
1. Your job may require you to travel (see person specification). Would this present any difficulty for you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Are you, to your knowledge, related to or have a close relationship with any Member, Officer or School Governor of the school?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Do you hold any other appointments that would continue if you were appointed to this job?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfES, GSCC or been placed on List 99, POVA or PoCA?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p><b>If you have answered 'yes' to questions 1, 2, 3, 4, 5 on the previous page please give details below:</b></p>		
<p>6. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. If you are shortlisted for interview you will be required to declare any spent and 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).</p>		

SECTION J	Declaration	
<p>I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.</p> <p>I understand that any subsequent contract of employment with the school will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.</p>		
<p><b>Signature:</b> _____ <b>Date:</b> _____</p>		
<p>Assurance is given that this information will be treated strictly confidentially and processed in accordance with Data Protection Legislation. It will only be disclosed in appropriate circumstances; not held longer than necessary and kept securely. Further information about how data is used and the basis for processing data can be provided by the school</p>		

**Please return your completed application form to the school advertising the vacancy for which you are applying.**

(Insert School Logo)

## Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

The school recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect.

To help us monitor our progress towards our equality objectives, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

SECTION A				
Your full name:		Title:	Date of Birth:	
Gender: (please specify)		National Insurance Number:		
Other names you have been known by:				
SECTION B				
<b>a) Ethnic Classification</b> Which of the following groups do you feel best describes your ethnic origin?				
<b>White</b>		<b>Asian/Asian British</b>		
<input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British		<input type="checkbox"/> Indian		
<input type="checkbox"/> Irish		<input type="checkbox"/> Pakistani		
<input type="checkbox"/> Gypsy or Irish Traveller		<input type="checkbox"/> Bangladeshi		
<input type="checkbox"/> Any other White background, please describe:		<input type="checkbox"/> Chinese		
		<input type="checkbox"/> Any other Asian background, please describe:		
<b>Mixed/Multiple ethnic groups</b>		<b>Black/African/Caribbean/Black British</b>		
<input type="checkbox"/> White and Black Caribbean		<input type="checkbox"/> African		
<input type="checkbox"/> White and Black African		<input type="checkbox"/> Caribbean		
<input type="checkbox"/> White and Asian		<input type="checkbox"/> Any other Black/Caribbean background, please describe:		
<input type="checkbox"/> Any other Mixed/Multiple ethnic background, please describe:				
<b>Other ethnic group</b>		<input type="checkbox"/> Prefer not to say		
<input type="checkbox"/> Arab				
<input type="checkbox"/> Any other ethnic group, please describe:				
<b>b) Disability</b> The Equality Act 2010 defines disability as 'a physical or mental impairment which has a substantial and long term negative effect on your ability to carry out day to day activities'.				
Do you consider yourself to have a disability under the Equality Act 2010? (If 'yes' please complete the Guaranteed Interview Scheme form)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
<b>c) Sexual Orientation:</b> Which of the following do you feel best describes your sexual orientation?				
<input type="checkbox"/> Lesbian/Gay Woman	<input type="checkbox"/> Gay Man	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Prefer not to say
<b>d) Religion/Faith/Belief:</b> Which of the following do you feel best describes your religion/faith/belief?				
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Jewish	<input type="checkbox"/> Hindu	<input type="checkbox"/> Other (please describe)	
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> Christian (all denominations)	<input type="checkbox"/> No Religion	<input type="checkbox"/> Prefer not to say

**e) Gender Identity:** Is your gender identity the same as the sex you were assigned at birth?

Yes

No

Prefer not to say

**f)**

**Declaration**

I hereby give my consent to the school to process the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the school. I acknowledge that my application will be treated the same regardless of whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the school.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The school treats personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within the school in accordance with Data Protection Legislation.



