**Please call 01736 796628 if you have any questions on how to complete this form or if you require it in a different format or language.**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

|  |  |  |  |
| --- | --- | --- | --- |
| **About the role** | | | |
| Role applied for: |  | Ref no: |  |
| School: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **About you** | | | |
| Title: |  | Surname: |  |
| First name(s): |  | Date of Birth: |  |
| Home address: |  | Home phone: |  |
| Work phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work and Pensions) | |
| Teacher Reference Number (teaching roles only) |  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Your current or most recent employment** | | | | | | | |
| **Note:** If you are currently working for an employer through an agency, please ensure you also provide the name of the agency under “Employer’s name and address”. If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. | | | | | | | |
| Employer name: | | |  | | Job title: |  | |
| Employer address: | | |  | | Salary: |  | |
| Start date: |  | |
| Leave date: (if applicable) |  | |
| Reason for leaving: | | |  | | | | |
| Main duties and responsibilities: | | |  | | | | |
| **Previous employment or experience** | | | | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc). | | | | | | | |
| Dates (mm/yy) | | Employer  **or** Reason for gap | | Job title, duties and responsibilities | | | Reason for leaving |
| From | To |
|  |  |  | |  | | |  |
|  |  |  | |  | | |  |
|  |  |  | |  | | |  |
|  |  |  | |  | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications achieved from secondary, higher and further education** | | | |
| Type of qualification (GCSE, NVQ, Degree etc) | Subject title of qualification | Grade | Date achieved  (dd/mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other training, courses and self development** | | | |
| Name of provider/college | Title of course/training, e.g. First Aid at Work | Qualification (if relevant)/grade | Date achieved  (dd/mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership of professional bodies** | | | |
| Institute or association | Membership level | How obtained, e.g. through qualification or election | Date achieved  (mm/yy) |
|  |  |  |  |

|  |
| --- |
| **Your supporting statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc. |
|  |

|  |
| --- |
| **Safeguarding children, young people and vulnerable adults** |
| We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all school employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of St Ives Infant School.  From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect. |
|  |

|  |
| --- |
| **Guaranteed Interview Scheme** |
| We are committed to improving employment opportunities for people with disabilities. An applicant with a disability who demonstrates that they meet the minimum requirements of an advertised position is entitled to an interview and will be considered on merit.  Do you consider yourself to be eligible for consideration under this scheme? |
|  |

|  |
| --- |
| **Selection requirements** |
| We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know: |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **References** | | | | | |
| Please provide 2 references. Do not use friends or relatives. If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’) and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us. | | | | | |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university). | | | **Reference 2**: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice. | | |
| Title: |  | | Title: |  | |
| Full name: |  | | Full name: |  | |
| Job title: |  | | Job title: |  | |
| Employer: |  | | Employer: |  | |
| Address: |  | | Address: |  | |
| Postcode: |  | | Postcode: |  | |
| Email: |  | | Email: |  | |
| Telephone number: |  | | Telephone number: |  | |
| Relationship to you: |  | | Relationship to you: |  | |
| Did this role involve working with children, young people and/or vulnerable adults? | | Yes/No  Please circle | Did this role involve working with children, young people and/or vulnerable adults? | | Yes/No  Please circle |

|  |  |
| --- | --- |
| **Disclosure of interest** | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? | Yes/No |
| If yes, please provide details: | |
| The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. | |
| If needed, do you have access to transport? | Yes/No |
| If needed, do you have a full current UK driving licence? | Yes/No |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? | Yes/No |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| Canvassing of our Directors/Members and employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with a Director/Member or employee of St Ives Infant School your application may be disqualified and, if appointed, you may be dismissed without notice. | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current Director/Member, school governor or employee of St Ives Infant School? | Yes/No |
| If yes, please give details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? | Yes/No |
| If yes, please give details: | |
| Have you ever been dismissed from any previous employment? | Yes/No |
| If yes, please give details: | |

|  |
| --- |
| **How we protect your personal information** |
| We keep on file information from this application form, equal opportunities form, declaration of criminal convictions and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months; anonymised data will be kept for monitoring purposes. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact number: | |  | |

Thank you for taking the time and effort to complete this application form. Make sure you complete our criminal convictions declaration and equal opportunities monitoring form. **Please note that your application will be deemed incomplete without a fully completed criminal declaration form.**

Please send completed applications to Mrs Linda Stevens, The School Office, St Ives Infant & Nursery School.