**APPENDIX 2**



For Office use only



**APPLICATION FOR APPOINTMENT AT:**

……………………………………………………..**SCHOOL**

**Applicants are required to complete ALL parts of this form**

Please refer to the candidates guide for completion of this application form

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| **Application for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Are you applying for this post on a Job Share basis? YES / NO** |

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| --- | --- |
| **Surname(s) (Block Capitals)** | **Initials:** |
| **Permanent address**  **Email:**  **Contacts Numbers:**  **Home: Work:**  **Mobile:** | **TEACHERS:**  Department for Education (DfE) Teachers’ Reference Number: |
| **ALL APPLICANTS:**  National Insurance Number: |
| **DISCLOSURE AND BARRING SERVICE (DBS)**  **Certificate Number:**  **Date of Certificate:** |
| **Address for correspondence (if different from permanent address)** | **When could you commence duties if appointed?** |
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| **Current Post (or last employment where applicable)** | | | |
| **Designation of Post:**  **Full or Part Time:** |  | **Present or last**  **Salary** |  |
| **Name and Address**  **of Employer** |  | **Salary Scale and**  **Point on Scale** |  |
| **Date Appointed** |  |
| **If a school, please provide no. on roll, type and age** **range** |  | **Notice Required** |  |

**EDUCATION**

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| **Education (Applicants should be prepared to produce evidence of qualifications held)** | | | |
| Give details (including dates) of Secondary Schools, Colleges and Universities attended and particulars (including dates) of Qualifications obtained including: -  a) School Leaving Examinations/GCSE/CSE/NVQ’s etc. and awarding body  **Teachers**:  b) Teaching Certificate or Post-Graduate Certificate/Diploma (state course pursued and main  subjects)  c) Degree (state whether Pass or Honours and give Class, Division and subjects, making clear  which are main and subsidiary)  d) Date of Statutory Induction Period \_\_ / \_\_ / \_\_\_\_    e) Any other certificates or diplomas: | | | |
| **Dates** | | **Name of Course and Secondary School/College/University Attended** | **Qualifications obtained** |
| **From** | **To** |
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| **Education Courses** Give details of courses attended; please include dates, nature, and duration (full or part time) and name of organising body. |
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| **Membership of Professional / Technical Bodies** | | |
|  | Date(s) | Grade(s) |

**EMPLOYMENT HISTORY**

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| **Please list in Chronological order and account for any gaps in employment** | | | | |
| Dates | | Name of School/Employer.  If a school please provide size, type and age range taught | Post and Salary Scale  (State whether full or part time) | Employer/LA |
| From | To |
|  |  | School:  Type:  Age Range: |  |  |

**REFEREES**

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| --- | --- | --- |
| **Names and Addresses of Two Referees**  State position, status, names and addresses of two independent referees who can be asked for information about you. One of the referees **must** be your current or most recent employer. (Please refer to the guidance notes for further information on referees)   |  |  | | --- | --- | | 1.  Name:  Position:  Address:  Post Code:  Tel No.:  E-mail address:  **Can this referee be contacted prior to interview? YES/NO** | 2.  Name:  Position:  Address:  Post Code:  Tel No.:  E-mail address:  **Can this referee be contacted prior to interview? YES/NO** |   **Please note that an offer of appointment is conditional upon receipt of a least two satisfactory references** |

**DISCLOSURE INFORMATION (only required if a DBS check is required for the post applied for)**

Do you hold a DBS Certificate? \***YES  NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

Do you hold a DBS Certificate? \***YES NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

Do you hold a DBS Certificate? \***YES NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

Do you hold a DBS Certificate? \***YES NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

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| **Additional Information** |
| (Please add details of any special interest and experience which may be relevant to this application e.g. in art, drama, physical activity and music, and briefly explain why you feel you are suitable for this job. |

**DECLARATION**

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| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (2013) / Prohibition of Teachers** |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales). You are not therefore entitled to withhold information about unspent cautions, ‘bind-overs’ or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  Have you ever been convicted of any offence or ‘bound-over’ or given a caution?  Yes  No  If Yes, please provide details on a separate sheet and attach it to this application form in a sealed envelope marked ‘Confidential Disclosure’  I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.  Have you ever been prohibited from teaching by the Secretary of State?  Yes  No  Have you ever had restrictions imposed by any of the European Economic Area Countries  Yes  No |

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| **Disqualification from Caring for Children Regulations (DCCR) 2002** |
| Have you ever been disqualified under Disqualification from Caring for Children Regulations 2002?  Yes  No |

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| **Eligibility to Work in the United Kingdom** |
| To ensure this school complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006  Are there any restrictions regarding your right to work in the UK?  Yes  No  If yes, please provide details on a separate sheet and attach it to this application |

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| **Data Protection Information** |
| The personal information supplied by you on this application form will be used only to consider your application for employment with this school. Certain anonymised data could be passed to other candidates should a request for information be made.  If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.  The information you supply on the Recruitment Equality Monitoring Form will be used for those purposes stated only and will be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring. |

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| **Relationships** |
| If you are related to any Elected Member or senior officer of Stockton Borough Council, a member of the Senior Leadership Team within School or a member of the schools Governing Body, please state below his/her name(s) and the relationship. (This does not prevent such persons from giving as a reference a written testimonial of your ability, experience or character, for submission to the School with your application for employment).  **Name: Position: Relationship:** |

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| **Declaration**:  I hereby apply for employment with School. To the best of my knowledge all the particulars I have given are true. I understand that the deliberate provision of false information may disqualify me from employment or render me liable to instant dismissal if coming to light after my employment. I also understand that canvassing of Elected Members, senior officers of Stockton Borough Council, a member of the Senior Leadership Team Members or employees of the school, whether done directly or indirectly, will result in this application being disqualified.  **Name:**       **Date:** |
| Please return the form by *email or as stipulated on our advert*.  If you are not called for interview within 30 days of the closing date please assume that you have been unsuccessful in your application. |

**Recruitment Equality Monitoring Form**

For Office use only

Please complete this form and return it with your completed application form.

**THIS PAGE WILL BE REMOVED PRIOR TO THE SELECTION PROCESS**

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| Title: |  | Full Name: |  |
| Date of Birth: |  | Age: |  |

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| **Ethnic Origin**: (Please indicate your ethnic origin)  if you prefer not to say please tick |  | **Gender:**  Male  Female | | |
| White:  English/Welsh/Scottish/Northern Irish/ British  Irish  Gypsy or Irish Traveller  any other White background, please specify: |  |  | | |
| **Marital Status**: (Please indicate your marital status) | | |
| Single  Married/Civil Partnership  Separated | | Widow/Civil Widow  Widower/Civil Widower  Divorced |
| Black / African / Caribbean / Black British:  Caribbean  African  Any other Black / African / Caribbean background, please specify: |  |  | | |
| Are you currently employed by the Council?  Yes  No | | |
|  | | |
| Asian / Asian British:  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background, please specify: |  | Where did you see this post advertised? | | |
| **The following questions are optional:** | | |
| Are you currently pregnant or on Maternity Leave?  Yes  No | | |
| Other ethnic groups:  Arab  Any other ethnic background, please specify: |  |  | | |
| Has your gender identity changed from the gender you were assigned at birth  Yes  No  Prefer not to say | | |
| Mixed/multiple ethnic groups:  White and Black Caribbean  White and Black African  White and Asian  Any other mixed/multiple ethnic background, please specify: |  |  | | |
| Sexual Orientation (Please mark one box only) | | |
| Bisexual  Heterosexual/Straight | Gay/Lesbian  Prefer not to say | |
|  | | |
| Religion & Belief (Please mark one box only) | | |
| Country of Birth:  Nationality: |  | Buddhist  Hindu  Muslim  Christian  Jewish | Sikh  Other  None  Prefer not to say | |

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| **Disability** |
| We are positive about disability and welcome applications from disabled people. Please answer the question below on disability which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers.) As a Disability Symbol User, the school undertakes to interview any applicant who declares a disability as detailed on the Application for Employment and who meets the essential (minimum) criteria for the Job.  **Do you consider yourself to be a person with a disability as described by the Equality Act 2010?**  Yes  No |

**Candidates Guide for Completion of the Application Form and Equal Opportunities and Monitoring Statement**

Please read the following before completing your application form

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| **General** |
| Your application will be assessed against the criteria listed on the person specification.   * We do not accept CVs as part of your application; you must complete the application form * Make sure all sections are completed clearly and as fully as possible. * Make sure your application relates to the person specification. * If you run out of space you may use additional pages unless stipulated elsewhere * Make sure your application form is returned by the closing date. * Keep a copy of your application; it will be useful to refer to for preparation if you are called for interview.   If you have a disability that prevents you from completing the application form please contact the school in the first instance.  Current legislation means that you will be required to provide documentary evidence for example National Insurance Number; showing that you are entitled to work in the United Kingdom. If you are short listed you will be asked to provide this at your interview. |

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| **Education/Education Courses** |
| In providing this detail applicants must be prepared to produce evidence of qualifications that are essential to the post.  Any Education courses that are listed should be relevant to the position. |

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| **Previous Posts /Teaching Posts Held** |
| Please state in chronological order all of your previous jobs/teaching positions the dates, post and salary details and the name of your current or last employer/school.  In the other experience section please account for all time since you left school, college or university. List your jobs with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work. |

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| **Relationships and References** |
| Please complete these sections fully and clearly. This is important contact information.  We need to know if you are related to anyone within the school, a member of Stockton Council either a Councillor or an employee. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass any member of this school, a Stockton Councillor or Council employee to gain employment. This will disqualify your application.  Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.  You will need to provide the names of two referees. One referee must be your current or most recent employer. The second referee should be a previous employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your Headteacher or tutor. Alternatively if you have had other part time work the person you worked for may be prepared to act as referee.  It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.  If you are short listed, contact will be made with the referees you supply on the application form. If, however, you prefer that we should not contact a referee prior to interview, please say so on the application form.  Please note that an offer of appointment is conditional upon receipt of a least two satisfactory references |

**Policy Statement on the Recruitment of Ex-offenders**

This school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

This school is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

DBS checks will form part of the recruitment process and we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to a \*designated person within the school and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

The designated person in this school is:

* \*The Head Teacher
* \*School Bursar/Manager
* \*School Clerk
* \*Chair of Governors
* \*Lead Safeguarding person of selection panel

(\*School to delete as appropriate)

Unless the nature of the position allows the school to ask questions about your entire criminal record, only questions about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.

The school will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The school will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. Advice will also be sought from the schools HR Advisory Service where appropriate.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.