



# Application Form

**Post for which you are applying:**

**Closing Date:**

**Guidance Notes and Data Protection Act**

- Applications will only be accepted if they are completed in full.
- When you sign and return this form, you are giving us permission to process the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal, which will be collected, used, stored, transferred and secured in accordance with data protection law, including the General Data Protection Regulation (GDPR).
- Please return the completed Application Form to Jane Hilbert, Administration Manager at: [recruitment@colehamprimary.co.uk](mailto:recruitment@colehamprimary.co.uk) or post to Coleham Primary School, Greyfriars Road, Shrewsbury, SY3 7EN.

## 1. Personal Details

Title	Last Name	First Name(s)

Address	Contact Details
	Home
	Mobile
	Email

NI Number	Teacher Reference No. (for teaching posts only)

Do you require a work permit?	If yes, please provide details
Yes <input type="radio"/> No <input type="radio"/>	

Where did you hear about the vacancy?		
Trust/School Website <input type="radio"/>	TES Online <input type="radio"/>	Teaching-Vacancies.gov.uk <input type="radio"/>
Shropshire Star <input type="radio"/>	Word of Mouth <input type="radio"/>	Other website/publication, please state <input type="radio"/>



## 2. Qualifications

Please give details of your secondary, further and higher qualifications, specifying your degree, qualified teacher status and any higher qualifications, including the NPQH.

Date	Institution	Grade

## 3. Current Employment

Job Title	Employer's Name, Address and Tel No	Date Commenced

Salary (Grade/Level/Leadership Spine Point)	Other Pay (Allowances/Teaching and Learning Responsibility)	Notice Period

Outline of Duties and Responsibilities:
Reason for Making this Application

#### 4. Previous Employment

Please provide a full employment history since leaving secondary education. Start with the most recent. Please use a separate sheet if necessary.

Job Title	Employer's Name & Address Brief outline of duties	Start Date & Leaving Date (MM/YY)	Reason for Leaving

**5. Breaks in Employment History Since Leaving School**

Please use the space below to explain gaps in your employment.

From:	To:	Reason

**6. Membership of Professional Bodies**

Please state whether by election, exemption or examination

Date:	Professional Body	Membership No:	Grade/Level

## 7. Further Details

Please provide a covering statement of how your experience (voluntary or work), skills and abilities and any specialist knowledge are relevant to the requirements of the post as set out in the job description and person specification.

## 8. Disciplinary Matters

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? Please include any investigations or actions taken by your professional body. Both spent and unspent matters need to be disclosed: Yes/No

Please provide detail here

## 9. References

- Please provide details of two referees who can comment on your suitability for the job.
- Please give referee details from two employers, the first of which **must** be your current employer.
- References will not be accepted from relatives or from people writing solely in the capacity of friends.
- References will usually only be taken up if you are selected for interview.
- Any offers of appointment will not be confirmed until we have received a satisfactory reference from your present or most recent employer.

Reference 1:	Reference 2:
Name:	Name:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Occupation:	Occupation
Working relationship with Candidate:	Working relationship with Candidate:
May we contact this referee prior to interview?	May we contact this referee prior to interview?
YES/No	YES/No

## 10. Declaration

Relationships		
<p>Please list any personal relationships that exist between you and any of the following members of the Trust:</p> <ul style="list-style-type: none"> <li>▪ Board Members</li> <li>▪ Local Governors</li> <li>▪ Staff</li> <li>▪ Pupils</li> </ul>		
Name	Relationship	Role at Trust/School

Rehabilitation, Disclosure and Barring and Childcare Disqualification		
<p>The 3-18 Education Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making confirmed appointments to relevant posts. The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (1975). As such, if selected, you will be required to disclose any spent or unspent conviction, caution, reprimand or warning, other than those deemed 'protected' under the Exceptions Order 2013.</p> <p>The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.</p> <p>Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offences and when they occurred.</p> <p>If you are in any doubt you should take advice, or check:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf</a></p> <p>We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy statement.</p>		
<p><i>I can confirm that I am not on the barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body, where applicable. I also agree for an enhanced DBS check to be conducted if appointed to the position for which I have applied.</i></p>	<p>Signature (electronic accepted)</p>	
	<p>Date</p>	

## Your Signature

I certify that, to the best of my knowledge, the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(electronic signature accepted)



## 11. Equal Opportunities

We believe that equal opportunity is about treating people fairly, openly and honestly and recognising that people all have different needs, cultures, experiences and expectations.

It is our policy to ensure that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of his or her gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

We take positive steps to promote Equality & Diversity in employment.

### Equality Act 2010

The Equality Act 2010 places a general duty on the Trust to promote equality.

This means that in everything we do, we need to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality of opportunity.
- Foster good relations between different people.



We are accredited with the **Valued Worker Scheme** initiative. This Scheme promotes the adoption of policies and practices that demonstrate our commitment to treating all employees fairly, equitably and with dignity.

### Policy Statement for Applicants with Disabilities

Under the Disability Discrimination Act 1995, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

The Act defines a disabled person in the following way: "A disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities".

You should be aware that we may ask you to give details of your disability should you be invited to interview. Any supporting information would be helpful.

The Priory School Trust has been awarded with Disability Confident Committed status.



## Equality and Diversity Monitoring Form

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. We will use this information for monitoring our recruitment processes and, if you are appointed, for personnel/payroll records.

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**Gender** Male  Female  Prefer not to say

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**Are you married or in a civil partnership?** Yes  No  Prefer not to say

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**Age** 16-24  25-29  30-34  35-39  40-44  45-49   
50-54  55-59  60-64  65+  Prefer not to say

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### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White British  Black or Black British  Asian or British Asian  Mixed

Chinese  Other ethnic group  Prefer not to say

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### Do you consider yourself to have a disability or health condition?

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the manager running the recruitment process.

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### What is your sexual orientation?

Heterosexual  Gay woman/lesbian  Gay man  Bisexual

Prefer not to say  If other, please write in:

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### What is your religion or belief?

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in

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