Application for Employment

Equal opportunities will be afforded to all job applicants in all stages of the recruitment process. Appointment will be based solely on merit and without regard to issues of race, colour, ethnic, or national origins, sex, religion, marital status, sexual orientation or disability, unless this is justifiable as a genuine occupational requirement.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

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| --- | --- |
| Post applied for: | |
| School: | Closing date: |

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| First name(s): | Last name: |
| Title: | Previous/other name(s): |
| Address: | Contact telephone numbers: |
|  | Daytime: |
|  | Evening: |
|  | Mobile: |
|  | Email address: |
| Postcode: | National Insurance Number: |

**2. EMPLOYMENT HISTORY - Present or most recent employment**

|  |  |
| --- | --- |
| Employer: | Address: |
| Job title: | Salary: |
| Date from: | Date to: |
| Period of notice: | |
| Date available to start: | |
| Key responsibilities: | |
| Reasons for seeking new position/leaving: | |

NB. If you have more than one current employment please provide the same information for each job, if necessary on a separate sheet.

**3. PREVIOUS EMPLOYMENT**

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

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| --- | --- | --- | --- |
| **Job title and brief outline of duties** | **Name and address of employer** | **Dates**  **from - to**  **(month & year)** | **Reason for leaving** |
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| Please give details and an explanation for any gaps in your employment history: |

**4. EDUCATION, TRAINING AND DEVELOPMENT**

Secondary school/college/university including current studies, with the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of institution** | **Dates**  **from - to**  **(month & year)** | **Courses/subjects taken** | **Qualifications/grade** |
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NB. We will require sight of original certificates relating to academic qualifications. We reserve the right to contact employers or educational establishments to verify details given.

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| Details of any relevant learning and development. Please include dates (e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses): |

Professional membership

|  |  |
| --- | --- |
| **Name of professional body** | **Grade of membership** |
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**5. SUPPORTING STATEMENT**

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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Please continue on a separate sheet if necessary.

**6. ADDITIONAL INFORMATION**

**Equalities**

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equalities Act defines a person as having a disability if he or she has, ‘a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’.

Do you have a disability? Yes □ No □

We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job.

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| If you require assistance, please contact the Appointing Officer or Personnel Adviser or provide details: |

**Permit to Work**

In order to prove evidence of your eligibility to work in the UK, as required by the Immigration and Asylum Act, you will be required to provide two of the following documents if you are shortlisted for this post: Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving License. If applicable you will also be required to produce your Work Permit.

Are you eligible to work in the UK? Yes □ No □

Do you require a Work Permit? Yes □ No □

**Affiliations**

A candidate for any appointment with ESW who knows he or she is related or has a close relationship to any staff member, director or governor is required to disclose that relationship when submitting an application. Please note that soliciting support or information to give an unfair advantage may disqualify your application.

Are you, your partner or family related, have a close relationship or have any interests (financial, professional or otherwise) that may conflict with your employment?

Yes □ No □

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| If yes, please provide details: |

NB. Soliciting support or information to give an unfair advantage may disqualify your application.

**7. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide an enhanced disclosure from the Disclosure and Barring Service.

**Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as ‘spent’.

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| If there are none please write ‘none’: |

**Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the Department for Education.

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| If there are none please write ‘none’: |

**References**

Please give details of two referees, one of whom should be your current or most recent employer, normally the Headteacher. If you are in, or have just completed full-time education, one referee should be from your college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. References are usually taken up before an interview unless you request otherwise.

|  |  |
| --- | --- |
| Name: | Name: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |
| I agree to this reference being taken up before an interview or offer of employment is made:  Yes □ No □ | I agree to this reference being taken up before an interview or offer of employment is made:  Yes □ No □ |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references.

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| If there are none please write ‘none’: |

**8. DECLARATION**

I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate. I understand that the information on this form may be used for purposes registered by the Trust under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the Police.

|  |  |
| --- | --- |
| Signed: | Date: |

Where did you see this post advertised?

□ Tes □ Website

□ Gov jobs □ Facebook

□ Devon jobs □ Twitter

□ Local press □ Word of mouth

□ Online □ Other

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| **DATA PROTECTION ACT 1998.**  INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS. |