Confidential  **APPLICATION FORM**

|  |  |
| --- | --- |
| **Application for the post of** |  |
| **Applicant's** **details** |
| Surname |  | First name |  |
| Any other surnames |  | Title |  |
| Address |  |
|  |
|  |
|  | Postcode |  |
| Day time contact no. |  | Mobile no |  |
| Email address |  |
| Right to Work in UK | **YES / NO** Successful applicants will be required to provide evidence of entitlement to work in the UK |
| **Education and qualifications**.  |
| **Secondary / further education**  |
| Name of school / college | Dates | Subject andQualification | Grade and dateawarded |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Higher Education and Courses leading to other relevant qualifications**Such as those leading to qualified status or graduate status and to membership of professional institutions. |
| Higher Education:Establishments attended  | Dates  | Qualification obtained anddate of award  | Subjects  |
| From | To | Main | Subsidiary |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Present appointment** |
| Name of company or school/establishment  |  |
| School status | **Maintained Academy Private**  delete as applicable |
| Post Held (specify any additional allowances) |  |
| (If part-time, please give details) |  | Date appointed |  |
| Subjects, age groups taught and other responsibilities |  |
|  |
| Notice required and / or date available if appointed |  |
| Current gross Full Time Equivalent salary | **£** |
| TLR or R&R level and Amount |  |
| **Previous experience**If part-time appointment please state. You **should not** provide a curriculum vitae as a substitution. **A continuous employment history is required from when you left full time education. Please include periods when you have not been employed.** |
| **Most recent employment first** |
| Employer Name & address | Job title & duties - include subjects taught if applying for a teaching post | Reason for Leaving | Dates employed From and To(month & year) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Knowledge, skills and experience**Please focus on the reasons for your application on the essential criteria within the person specification outlined in the Guide for Applicants. Indicate how your knowledge, skills and experience either at work or elsewhere, qualify you to undertake the duties and responsibilities of the post. You may also wish to draw attention to any other qualities or experience you feel are relevant to this vacancy.  |
|  |
| **In brief, please outline why you are interested in this post** |
|  |

|  |
| --- |
| **Confidential References (Please ensure referees know this reference is being requested)**Names, addresses and status of two referees (one of whom, if employed, **must** be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. |
| **Present employer** | **Other** |
| **Permission to contact before interview?**

|  |  |  |  |
| --- | --- | --- | --- |
| **YES**  |  | **NO** |  |

NameAddressEmail addressJob TitleIn what capacity do you know the referee? | NameAddressEmail addressJob TitleIn what capacity do you know the referee? |
| **Further information** |
| National Insurance Number |  |
| Teacher Reference Number (if applicable) |  |
| Qualified Teacher Status? (if applicable) | YES | NO | Date |  |
| Statutory induction year completed? (if qualified after 7 May 1999) | YES | NO | Date |  |
| Would you require sponsorship (previously a work permit) to take up this post? | YES | NO | Date |  |
| Where did you see the advertisement for this post? |  |
| **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** |
| This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance> |
| **Further information** |
| * If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.
* Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**
* It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
* A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
* Criminal record certificates will only be issued directly to the applicant.  Eggar’s School will request that you show us your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 .(the Data Protection Legislation)  The school abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.
* **ONLINE CHECKS:** All shortlisted candidates will be subject to an online and social media check.
 |
| Please state whether, to the best of your knowledge, you are related to governor or employee of Eggar’s School.  | YES | NO |
| If **YES**, please state the nature of relationship and the name of the governor or employee of the school. |
| Nature of relationship |  |
| **Declaration** |
| I hereby confirm that the information I have given above is true.I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. |
| **Signature of Candidate** |  | **DATE** |  |
| **Privacy notice** |
|

|  |
| --- |
| The School collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed. You have some legal rights in respect of the personal information we collect from you.  Please see the Schools website for further details on their privacy notice and data protection policy.You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data. |

 |

|  |
| --- |
| **Equality Monitoring Form – please return this section in a sealed envelope** |
| We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately.This information will be treated confidentially and will not be used in any part of the selection process. It will be retained confidentially, and used for monitoring purposes only.  |
| Surname: |  | First name: |  |
| Date of Birth: |  |  |  |
| **Gender Identity** |
| How would you describe your gender identity? |
| Female  |  | Male |  |
| Prefer not to say |  |  |  |
| **Nationality** |
| British |  | Irish |  |
| Other EU country |  | Other non-EU country |  |
| **Ethnicity** |
| Please indicate your ethnic origin. |
| British |  | White & Black Caribbean |  | Indian |  |
| Irish |  | White & Black African |  | Pakistani  |  |
| Other white background |  | White & Asian |  | Bangladeshi |  |
| Caribbean |  | Other Mixed background |  | Other Asian background |  |
| African |  | Chinese |  | I do not wish to disclose my ethnic origin  |  |
| Other Black background |  | Any other background |  |
| **Disability** |
| Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment. |
| Do you consider yourself to have a disability?  |
| Yes |  | No |  | I do not wish to disclose my disability data  |  |

|  |
| --- |
| **Privacy Notice** |
| The School collects information about you to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.You have some legal rights in respect of the personal information we collect from you.  Please see the School’s website for further details on their privacy notice and data protection policy. You can contact the School’s Data Protection Officer if you have a concern about the way they collect or use your data. |

|  |
| --- |
| **Rehabilitation of Offenders Act 1974 Declaration - Failure to complete this form may render your application invalid.**  |

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether you have any 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):

No: [ ]  Yes: [ ]

If you have answered yes to the question above, please provide the following details and include in the envelope along with this form:

* Date of each conviction / pending hearing / reprimand / warning;
* The offence;
* The sentence; and
* The Police Force / Court involved.

Please check the appropriate box if you are included on any list of people barred from working with children by the Disclosure and Barring Service or Teaching Regulation Agency:

No: [ ]  Yes: [ ]

If you have answered yes to the question above, please provide details including dates and include in the envelope along with this form.

**Declaration:** I hereby certify that the information given above is true and accurate:

SIGNATURE :

DATE :

**Please hand the enclosed declaration to the interviewer in an envelope marked “Confidential Rehabilitation of Offenders Act 1974 declaration”.**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.

Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency

**Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.

A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.

Criminal record certificates will only be issued directly to the applicant.  Eggar’s School will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018. (the Data Protection Legislation).  The school abides by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.