

CONFIDENTIAL
The West Bridgford School - HR Department

APPLICATION FORM

Please use **BLACK** ink or **TYPE** and complete **ALL** sections. This part of the application form **WILL** be used to shortlist candidates for interview.

1. APPLICATION FOR THE POST OF

2. PERSONAL DETAILS (BLOCK LETTERS PLEASE)

Surname: _____ Forename(s): _____

Title by which you wish to be referred: *(Please indicate which is applicable)*

Address for correspondence:

Permanent address (if different):

Home telephone no: _____

Mobile telephone no: _____

Work telephone no: _____ Extn: _____

Email address: _____

National insurance number

--	--	--	--	--	--	--	--	--	--

3. PRESENT OR LAST EMPLOYER

Name and address of current employer:

Name and address of establishment where employed
(if different):

Nature of business:

Job title/Post:

Start date of employment:

Present annual salary or weekly wage (gross):

Other benefits (if applicable):

Hours/sessions worked per week:

Notice required or leaving date if last appointment:

Reason for leaving or for seeking other employment:

Brief description of duties:

--

4. PREVIOUS EMPLOYMENT

Starting with the most recent first. Include work/voluntary experience and any periods of unemployment.

Employer(s) name and address	Job title	Grade & salary/wage	Full or Part-time (give hrs)	Dates				Reason for leaving
				From		To		
				M	Y	M	Y	

5. EDUCATION, TRAINING & QUALIFICATIONS

Dates		Secondary School/College/University	Qualification Gained incl. Subject	Grade/class of degree	Date
From	To				

Continue on separate sheet if necessary.

Other relevant training courses attended (Please continue on separate sheet if necessary)

Organising body	Course title	Length of course

Membership of Professional Bodies

Name of body	Type of membership	Date obtained

6. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. Continue on a separate sheet(s) if necessary, attaching these firmly to your form. Please ensure that you include the post title clearly marked

Continue on separate sheet if necessary.

7. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees should be your present or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees.

The West Bridgford School reserves the right to approach any previous employer or manager. Where references are taken up on short-listed candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name:	Name:
Status:	Status:
Organisation (if appropriate):	Organisation (if appropriate):
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email address:	Email address:
How long known?	How long known?

Do you give consent to us contacting your present employer prior to interview?

If no, you may wish to give reasons

8. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

9. DISCLOSURE OF CRIMINAL BACKGROUND

The Authority is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service.

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are under the Provisions of the Act.

Please answer the following questions.

Have you ever been convicted of a criminal offence?

Have you ever been cautioned for a criminal charge?

Are you at present the subject of a criminal charge?

If YES to any of the above questions, please give brief details including dates.

The school's Policy Statement on the recruitment of Ex-Offenders is available on request.

10. GENERAL

Are you interested in Job Share?

Please give details of any dates within the next 2 months when you will not be available for interview. However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.

Do you hold a current full driving license?

Do you have regular use of a vehicle?

You are required to declare below any relationship with or to a member of this school.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings?
If yes, please give details including dates:

11. ADDITIONAL INFORMATION

If there is any other information relevant to the recruitment process that you would like to advise us of in order for us to ensure every attempt is made to meet your needs, please inform us using the space below. This could include information on any special requirements that you may have in order to enable you to attend an interview.

12. DATA PROTECTION ACT

The personal information collected on this form will be used to manage your application. If successful, our personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission.

13. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signed _____

Date _____

Please return your completed form to arrive by the closing date to the HR Department at the address shown in the advertisement / information pack. If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.

EQUAL OPPORTUNITIES MONITORING FORM

The West Bridgford School Equality in Employment Statement

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.

The West Bridgford School, together with the recognised Trade Unions and self-managed support groups, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of services and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equal opportunities Monitoring information detailed below and overleaf.

Please tick as appropriate

YOUR GENDER:

SEX: Male Female
Male to female transgender Female to Male transgender

DATE OF BIRTH: _____

YOUR AGE: 16-25 26-35 36-45 46-55 56 & over

YOUR SEXUAL ORIENTATION: Lesbian Gay
Bisexual Heterosexual/Straight
Prefer not to say

YOUR HEALTH:

Do you consider yourself to have a disability? Yes No

YOUR ETHNICITY:

WHITE

British
Irish
Gypsy/Romany
Other White
Please specify _____

MIXED (DUAL HERITAGE)

White and Black Caribbean
White and Black African
White and Asian
Other Mixed
Please specify _____

ASIAN OR ASIAN BRITISH

Indian
Pakistani
Bangladeshi
Other Asian
Please specify _____

BLACK OR BLACK BRITISH

Caribbean
African
Other Black

Please specify _____

OTHER ETHNIC GROUP

Chinese
Other Ethnic Group

Please specify _____

Your Religion or Beliefs

Christian
Hindu
Jewish

Sikh
Muslim
Buddhist

No religion
Other (please specify)

How did you find out about this vacancy?

Opportunities in Nottinghamshire
Job Centre Plus
NCC employment group
NCC website

Word of mouth
Local Press
Education Advertiser
Education Wired site

National Press Please specify _____

Other Please specify _____

DECLARATION

I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of the School's Equal Opportunity policy.

Signed _____

Date _____

If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equal Opportunities Monitoring Form.