

<b>Position applied for:</b>	
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Personal details		
<b>Title:</b> Click or tap here to enter text.	<b>First name:</b> Click or tap here to enter text.	<b>Surname:</b> Click or tap here to enter text.
<b>Home address</b> <i>(including postcode)</i>	Click or tap here to enter text.	
<b>Telephone numbers</b>	<b>Work:</b> Click or tap here to enter text.	<b>Home:</b> Click or tap here to enter text. <b>Mobile:</b> Click or tap here to enter text.
<b>Email</b>	Click or tap here to enter text.	
<b>Teacher Reference Number</b> <i>(if applicable)</i>		

Current employment		
<b>Name &amp; address of employer</b>	Click or tap here to enter text.	
<b>Post held</b>	Click or tap here to enter text.	
<b>From (mm/yy):</b> Click or tap to enter a date.	<b>To: (mm/yy)</b> Click or tap to enter a date.	
<b>Main responsibilities</b>		
<b>Current salary</b> <i>(Teachers: please also provide spine point &amp; allowance)</i>		

<b>Previous employment – most recent first</b> <i>(Please use additional sheets if required)</i>				
<b>Name &amp; address of employer</b>	<b>Position held and main responsibilities</b>	<b>From (mm/yy)</b>	<b>To (mm/yy)</b>	<b>Reason for leaving</b>
	Click or tap here to enter text.			
	Click or tap here to enter text.			
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.		Click or tap here to enter text.
		Click or tap to enter a date.		Click or tap here to enter text.
Click or tap here to enter text.			Click or tap to enter a date.	

**Please account for any gaps in employment below:**

Click or tap here to enter text.

**Professional and personal development – most recent first**

*Please include details of any relevant training courses undertaken in the last 5 years (please use additional sheets if required)*

Name of provider	Course title and/or accreditation	From (mm/yy)	To (mm/yy)

**Education history- most recent first**

*Please list your education history (secondary school onwards) (please use additional sheets if required)*

Institution	From (mm/yy)	To (mm/yy)	Qualification attained/subject including grades

**Supporting statement**

*Please explain why you're applying for this post and what skills and experience you can bring (please refer to the job description and how you meet the requirements set out in the person specification in your answer, using additional sheets if required).*

Click or tap here to enter text.

<b>Referees</b>			
<i>Please provide detail of two referees, one of whom must be your current or most recent employer. If you are currently working, or have worked, with children, the first referee should normally be your current or most recent Headteacher. References will not be accepted from relatives or people acting solely in the capacity of friends. Please let your referees know that you've listed them as a referee as references will be requested for shortlisted candidates prior to interview.</i>			
<b>Referee 1</b>			
<b>Name</b>			
<b>Position/ job title</b>			
<b>Organisation</b>			
<b>Relationship to you</b>			
<b>Address</b>			
<b>Telephone no:</b> Click or tap here to enter text.	<b>Email:</b> Click or tap here to enter text.		
<b>Are you happy for us to contact this referee prior to interview?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Referee 2</b>			
<b>Name</b>			
<b>Position/ job title</b>			
<b>Organisation</b>			
<b>Relationship to you</b>			
<b>Address</b>			
<b>Telephone no:</b> Click or tap here to enter text.	<b>Email:</b> Click or tap here to enter text.		
<b>Are you happy for us to contact this referee prior to interview?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<b>Reference declaration</b>	
<p>Reference requests sent to your referees will ask the following as a minimum:</p> <ul style="list-style-type: none"> <li>• Relationship to you</li> <li>• Details of your post and salary</li> <li>• Performance history</li> <li>• Details of formal capability proceedings within the last two years</li> <li>• Details of live disciplinary sanction or action pending which is not related to safeguarding concerns</li> <li>• Details of disciplinary procedures, allegation or concerns involving the safety and welfare of children/young people. This includes 'time expired' sanctions.</li> <li>• Concerns about your suitability to work with children</li> </ul>	
<p><b>I consent to my referees being contacted in accordance with the above.</b></p>	
<b>Signed:</b>	<b>Date:</b>
<p><b>Print name:</b> Click or tap here to enter text.</p>	

Personal data		
<b>Where did you hear about this vacancy?</b>	<input type="checkbox"/> Anthem website <input type="checkbox"/> School's website <input type="checkbox"/> EPM website <input type="checkbox"/> TES online <input type="checkbox"/> Schools Week jobs board <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other – please state Click or tap here to enter text.	
<b>Do you have a current full clean driving licence? (only required for post that require driving)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> not applicable	
<b>Do you require sponsorship?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?</b>	<input type="checkbox"/> Yes	If <b>Yes</b> please specify (e.g. ground floor venue, sign language, interpreter, audiotape etc):  Click or tap here to enter text.
	<input type="checkbox"/> No	
Data Protection		
<p>Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:</p> <ul style="list-style-type: none"> <li>• You have given us your consent</li> <li>• We must process it to comply with our legal obligations</li> <li>• We need to process it for our legitimate interests</li> </ul> <p>You can find out more information on our legitimate interests and how we use your personal data in our privacy notice for job applicants which is available from our website.</p> <p>This form will be kept strictly confidential but may be copied and may be transmitted electronically for use by those entitled to see the information as part of our recruitment process.</p>		
Disclosure and Barring		
<p>We are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities,</p>		



certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy statement.

If you have lived or worked outside of the UK in the last five years, we may require additional information in order to comply with safer recruitment requirements.

### **Childcare Disqualification**

In some educational settings, there is a requirement for some staff to disclose relevant information. The information disclosed will be treated as strictly confidential. We will also use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

### **Prohibition from Teaching and/or management**

We will check that anyone to be employed to carry out teaching work is not subject to a teacher prohibition order or interim prohibition order issued by the Secretary of State. Where appropriate, we will check whether restrictions or sanctions have been imposed by an EEA regulating authority. For management posts, we will check whether a section 128 direction has been made.

### **Right to work in the UK**

We will require you to provide evidence of your right to work in the UK.

### **Notes**

- i. It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a ‘regulated position’.
- ii. A pre-employment medical questionnaire will be required. A medical examination may be required.
- iii. We have a duty to protect the public funds we administer. To this end, we may use the information you share as part of this recruitment process for the purposes of prevention and detection of fraud. We may therefore share this information for such purpose with statutory bodies responsible for auditing or administering public funds.
- iv. Should your application be unsuccessful, the details you have supplied will be retained by us for six months unless you specifically request that this should not be the case.

### **Declaration**

I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.

I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.

I understand that information given on this form may be used in accordance with Data Protection as set out above.

I agree to provide, when requested, such evidence as may be required to enable all necessary checks to be carried out.

**Signed:**

**Date:**

<p><b>Equalities monitoring information (to be detached before shortlisting)</b></p> <p>We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.</p> <p>This information will not be used during the selection process. It will be used for monitoring purposes only.</p>			
<p><b>Date of birth? DD/MM/YYYY</b></p>			
<p><b>Gender?</b></p>	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Transgender <input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say
<p><b>Sexual orientation</b></p>	<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual <input type="checkbox"/> Homosexual man	<input type="checkbox"/> Homosexual woman <input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say
<p><b>Religion or belief</b></p>	<input type="checkbox"/> No religion <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian	<input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
<p><b>Ethnic origin</b></p>	<p><b>White</b></p> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller of Irish heritage <input type="checkbox"/> Any other White background	<p><b>Asian or British Asian</b></p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background	<p><b>Black or Black British</b></p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background
	<p><b>Mixed</b></p> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	<p><b>Other Ethnic groups</b></p> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group	<input type="checkbox"/> Prefer not to say

<p><b>Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?</b></p>	<p><input type="checkbox"/> Yes (please provide information below)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Prefer not to say</p>		
<p><b>Disability</b></p>	<p><input type="checkbox"/> Physical impairment</p> <p><input type="checkbox"/> Sensory impairment</p> <p><input type="checkbox"/> Learning disability/difficulty</p>	<p><input type="checkbox"/> Long-standing illness</p> <p><input type="checkbox"/> Mental health condition</p> <p><input type="checkbox"/> Developmental condition</p>	<p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Prefer not to say</p>