**Huntingdon Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.**

|  |  |
| --- | --- |
| **Application for the post of** |  |

**Personal Details**

**Can you please ensure that you complete this section fully as this will enable us to contact you if you are invited to the next stage of the process.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | | **First Name:** | | |  | | |
| **Surname:** | |  | | | | | | | |
| **If you have previously been known by another name, please specify:** | | | | | |  | | | |
| **Address:** | |  | | | | | | | |
|  | | | | | | | | **Post code:** |  |
| **Telephone:** | | |  | | | | | **Mobile:** |  |
| **Email address:** | | |  | | | | | | |
| **National Insurance Number:** | | | | |  | | | | |

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| --- | --- | --- |
| **Do you currently have the right to work in the UK?** | YES | NO |
| If no, please specify your circumstances: | | |

**Employment History** (Please give details of your current or most recent employment)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post Title** |  | | | | **From** |  | | **To** |  |
| **Employer Name / School / Establishment** | | | |  | | | | | |
| **Salary / Grade** | |  | | | **Period of notice** | |  | | |
| **Reason for leaving** | | |  | | | | | | |
| **Description of key duties and responsibilities** | | | | | | | | | |
|  | | | | | | | | | |
| **Do you have any additional employment which you intend to continue if appointed to this post. If yes, please detail the nature of the work and the hours.** | | | | | | | | | |
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**Previous Employment**

(Please give details of all previous positions you have held since leaving secondary school, starting with the most recent first).

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| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer/ School/ Establishment** | **Position Title** | **Reason for leaving** |
|  |  |  |  |  |

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| **Please give details of any gaps in your employment history since leaving secondary school** |
|  |

**Relevant skills and experience**

Please use the space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes.** This will help us decide whether to invite you to the next stage of the selection process.

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**Secondary Education and Qualifications**

**If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.**

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| --- | --- | --- | --- | --- |
| **Name of School/ College** | **From** | **To** | **Qualification Gained** | **Grade** |
|  |  |  |  |  |

**Training and Development**

Please provide details of all training and development undertaken relevant to this position within the last three years.

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| --- | --- | --- |
| **Date Course Taken** | **Course Title** | **Outcome – grade achieved where relevant** |
|  |  |  |

**REFERENCES**

* References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview.**
* The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer.
* If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
* If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
* **PLEASE NOTE: We do not accept references from friends or family members.**

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| --- | --- | --- | --- | --- | --- |
| **Referee 1: This reference must either be your current or previous employer.** | | | | | |
| If you are invited for interview may we approach this referee  without further reference to you? **Yes** **No** | | | | | |
| **Title:** |  | | **Name:** |  | |
| **Job title:** | |  | | | |
| **Email:** | |  | | | |
| **Address:** | |  | | | |
| **Telephone Number:** | | |  | | |
| **In what capacity do you know the referee?:** | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Referee 2** | | | | | | |
| If you are invited for interview may we approach this referee  without further reference to you? **Yes** **No** | | | | | | |
| **Title:** |  | | | **Name:** |  | |
| **Job title:** | |  | | | | |
| **Email:** | |  | | | | |
| **Address:** | |  | | | | |
| **Telephone Number:** | | |  | | | |
| **In what capacity do you know the referee?:** | | | | | |  |

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| **To help us monitor the success of our advertising, please**  **state where you saw this position advertised:** |

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| **Reasonable Adjustments to the Shortlisting Process:** |
| We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the recruitment process is fair in relation to a disability. |
|  |
| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

**DECLARATIONS**

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| This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) Check. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, 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. If you are shortlisted for interview you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected. You will also be required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.  All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection on the Gov.uk website](https://www.gov.uk/government/collections/dbs-filtering-guidance) and further information on disclosing a criminal record can also be obtained from Nacro: [www.nacro.org.uk](http://www.nacro.org.uk) |

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| **Please answer the following questions:**  Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, e.g. Teaching Regulation Agency (or its predecessor bodies)?  **It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you answer YES to this question you will be asked to supply further information.** | **YES / NO** |
| Are you currently registered with the DBS Update Service? | **YES / NO** |

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| **Online Search** | |
| If my application is shortlisted for interview, I consent for an online search to be conducted for information that is publicly available online (not including social media). | **YES / NO** |
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| **Declaration of Health** |
| I know of no reason, on grounds of mental or physical health, why I should not be able  to carry out the duties required of this role, as outline in the job specification.  **Yes** **No** |

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| **Declaration of relationships:** |
| Are you related to or have a close relationship with, any existing  Member of staff or member of the board of governors? **Yes** **No** |
| **If yes, please provide details of their name, job title and your relationship to them.** |

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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice. | | | |
| **Signature of applicant:** |  | **Date:** |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.  **Thank you for your application.** | | | |

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| **Retention of Application Forms:** | | |
| As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO): | YES | NO |

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**Employment Reference Consent Form**

**Information for applicants:**

In order for us to seek employment references from the two referees named on this application form, we need to provide your referees with evidence that you have consented for a reference to be supplied.

Please therefore read the information that follows and sign to confirm that you understand and consent for your information to be used as described.

This information will be requested prior to interview wherever possible.

We may also make follow-up contact with your referees before or after an offer of appointment is made should we require further clarity on the information supplied.

This consent form will only be used for the purposes of recruitment to the post named below.

|  |  |
| --- | --- |
| **Name of school** |  |
| **Post applied for:** |  |
| **REFERENCE Request Details**  **In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.**  **Your referees will be asked to provide comments on the following areas:**   * their relationship with you, i.e. did they have a working relationship; if so what; how long they have known you and in what capacity; * confirmation of details of your current post and salary (or at time of leaving) and continuous service dates (including service dates in other posts, if relevant); * whether they are satisfied that you have the ability to undertake the job in question, including specific comments about your suitability for the post; * your performance history and conduct, including whether or not you have been the subject of capability procedures within the last two years (and, if so, details of the concerns which gave rise to this, the duration of the proceedings and their outcome); * details of any disciplinary procedures you have been subject to in which the disciplinary sanction is still current; * details of any disciplinary procedures you have been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired; * details of any **substantiated** allegations or concerns that have been raised about you that relate to the safety and welfare of children or young people or behaviour towards children or young people, including the outcome of those concerns (e.g. whether the concerns or allegations were investigated, the conclusion reached and how the matter was resolved); * if you have now left the organisation, confirmation of your reason for leaving and whether they would re-employ you in the future (and if not, why). * the number of days and occasions of sickness absence you had in the last 12 months of employment. | |

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| **Applicant’s declaration** | |
| I hereby authorise you to contact the referees I have named on my application form and to undertake any factual checks relating to other previous employment that you may deem to be appropriate. I understand that a copy of this declaration will be provided to the individuals who are contacted.  I have read the list of information which will be requested from my referees and I give my consent for this information to be requested and supplied. | |
| **Signed:** |  |
| **Print name:** |  |
| **Date:** |  |

**Please return your signed form to us either by post or hand delivery to the schools address, as shown above, or by emailing a scanned copy to** [**ncurtis@huntingdonprimary.cambs.sch.uk**](mailto:ncurtis@huntingdonprimary.cambs.sch.uk)**. Alternatively, attach to your completed application form.**

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| **Equality Monitoring Form** | | | | | | | | |
| We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion **is optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel.** **For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you. | | | | | | | | |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*** | | | | | | | | |
| **Gender:** | Female |  | Male |  | Prefer to self-describe |  | : |  |

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| **Age:** 16-24 |  |  | 25-34 |  | 35-44 |  | 45-54 |  | 55-64 |  | 65+ |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Disability:** | Do you consider yourself to have a disability? | | | | Yes |  | No |  |  | | |
| **Ethnicity:** | How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census. | | | | | | | | | |
| **White** | | |  | **Asian / Asian British** | | | | | | |
| English / Welsh / Scottish / Northern Irish / British | |  |  | Indian | | | | | |  |
|  | Pakistani | | | | | |  |
| Irish | |  |  | Bangladeshi | | | | | |  |
| Gypsy or Irish Traveller | |  |  | Chinese | | | | | |  |
| Any other White background (specify if you wish): | |  |  | Any other Asian background (specify if you wish): | | | | | |  |
|  |
| **Mixed / Multiple Ethnic Groups** | | |  | **Black / African / Caribbean / Black British** | | | | | | |
| White and Black Caribbean | |  |  | African | | | | | |  |
| White and Black African | |  |  | Caribbean | | | | | |  |
| White and Asian | |  |  | Any other Black / African / Caribbean background (specify if you wish): | | | | | |  |
| Any other Mixed / Multiple ethnic background (specify if you wish): | |  |
| **Other Ethnic Group** | | | | | | |
|  | |  |  | Arab | | | | | |  |
|  | |  |  | Any other ethnic group (specify if you wish): | | | | | |  |