****

**Internal use only**

Reference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Application Form: Non-Teaching**

The Governing Body of Woolmore 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 ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form electronically. CV’s are not accepted.

Return your completed form to [head@woolmore.org](mailto:head@woolmore.org) .

|  |  |
| --- | --- |
| **Vacancy Job Title** |  |

**PART 1: INFORMATION FOR SHORTLISTING AND INTERVIEWING**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Surname or Family name |  |

**CURRENT / LAST APPOINTMENT**

|  |  |
| --- | --- |
| Name, address and telephone number of employer |  |
| Job title  *Please enclose a copy of your current job description* |  |
| Date appointed to current post |  |
| Current salary / grade |  |
| Date available to begin new job |  |
| Reason for leaving |  |

**FULL CHRONOLOGICAL HISTORY**

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title  or Position | Name and address of school,  other employer, or description of activity | Number  on roll and type of school, if  applicable | F/T  or P/T | Dates DD/MM/YYYY | | | | Reason  for  leaving |
| From | | To | |
| Day/ Mth | Yr | Day/ Mth | Yr |
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Please enclose a continuation sheet if necessary

**SECONDARY EDUCATION & QUALIFICATIONS (e.g. GCSE)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College | From | To | Qualifications Gained with Grades and Dates |
|  |  |  |  |
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**FURTHER OR HIGHER EDUCATION**Any recognised qualifications or courses attended which are relevant to the job description

|  |  |  |  |
| --- | --- | --- | --- |
| Names of FE College, university or awarding body | Dates  From To | Full or Part-time | Qualifications obtained |
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**PROFESSIONAL COURSES ATTENDED**Please list **relevant** courses attended in the past 3 years.

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| --- | --- | --- | --- |
| Subject | Organising Body | Date(s) | Duration |
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**PERSONAL STATEMENT**

Abilities, skills, knowledge and experience

Please use this section to explain in detail how you meet all of the requirements of the Person Specification and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position.

|  |
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**REFEREES**

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

**First referee**

|  |  |
| --- | --- |
| Title and name |  |
| Address and post code |  |
|  |
|  |
| Telephone number |  |
| Email address |  |
| Job title |  |
| Relationship to applicant |  |

I consent to this reference being requested before interview.

Yes No

**Second referee**

|  |  |
| --- | --- |
| Title and name |  |
| Address and post code |  |
|  |
|  |
| Telephone number |  |
| Email address |  |
| Job title |  |
| Relationship to applicant |  |

I consent to this reference being requested before interview.

Yes No

**Reference Declaration**

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.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

The referee’s relationship with the candidate

Details of the applicant’s current post and salary

Performance history

All formal time-limited capability warnings which have not passed the expiration date

All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date

All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns

Details of any child protection concerns, and if so, the outcome of any enquiry

Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below, I consent to my named referees being contacted in accordance with the above.

|  |  |
| --- | --- |
| Sign: |  |
| Print: |  |
| Date: |  |

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.

**Third Party Declaration**

Please list any personal relationship that exists between you and any of the following members of the school community.

• Governors • Staff • Pupils

If you have any relationship with a Governor and/or Employee, this does not necessarily prevent them from acting as a referee. for you.

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Role at School** |
|  |  |  |
|  |  |  |

Please list any third party or business interest that you or a member of your immediate family have. This relates to the possibility of work you or they could supply to the school, or decisions you or they could influence, pertaining to any financial benefit and/or contractual engagement from/with the school as a third-party organisation or individual.

|  |  |  |
| --- | --- | --- |
| **Full Name of Organisation and Individual** | **Relationship to You (If applicable)** | **Role of Individual / Job Title & Type of Business Activity** |
|  |  |  |
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**PART 2: PERSONAL INFORMATION** Internal Ref No \_\_\_\_\_\_\_

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

|  |  |
| --- | --- |
| 1. Surname or family name |  |
| 2. All forenames |  |
| 3. Title |  |
| 4. Current address |  |
|  |
|  |
| 5. Postcode |  |
| 6. Home telephone number |  |
| 7. Mobile telephone number |  |
| 8. Email address |  |
| 9. National Insurance Number |  |
| 10. Do you have a current full driving licence?  Only applicable for post that require driving |  |
| 11. Do you require sponsorship (previously a work permit)? | If YES, please provide details under separate cover |

**COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**

It is the School’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

**Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found on our website.

The person responsible for Data Protection in our organisation is the School Business Manager and you can contact them with any questions relating to our handling of your data. You can contact them by calling the school on 020 7987 2778 or via email: admin@woolmore.towerhamlets.sch.uk.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](https://ico.org.uk/).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

**NOTES**

a) Under the Criminal Justice & Courts Services Act 2000 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”.

b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

**DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the information above, and in particular that checks may be carried out to verify the contents of my application form

|  |  |
| --- | --- |
| Signature:  As you are returning this form by e-mail, you will be asked to sign your application if called for interview. |  |
| Printed name: |  |
| Date: |  |

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**PART 3: EQUALITY AND DIVERSITY MONITORING**This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

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| --- | --- | --- | --- | --- | --- |
| **Ethnic Group** | Workforce census code and description | | Please tick | **Religion** | Please tick |
| White | WBRI | British English Welsh Northern Irish Scottish |  | No religion |  |
| WIRI | Irish |  | Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| WIRT | Traveller of Irish Heritage |  | Buddhist |  |
| WROM | Gypsy / Roma |  | Hindu |  |
| WOTH | Any other white background |  | Jewish |  |
| Mixed | MWBC | White and Black Caribbean |  | Muslim |  |
| MWBA | White and Black African |  | Sikh |  |
| MWAS | White and Asian |  | Any other religion (write in): |  |
| MOTH | Other Mixed background |  | Prefer not to say |  |
| Asian  or Asian British | AIND | Indian |  | Disability  Do you consider that you have a disability? | Please tick |
| APKN | Pakistani |  | Yes: Please complete the grid below |  |
| ABAN | Bangladeshi |  | No |  |
| CHNE | Chinese |  | Prefer not to say |  |
| AOTH | Other Asian background |  | My disability is: | Please tick |
| Black  or Black British | BCRB | Caribbean |  | Physical Impairment |  |
| BAFR | African |  | Sensory Impairment |  |
| BOTH | Other Black background |  | Mental Health Condition |  |
| Other ethnic group | ARAB | Arab |  | Learning Disability/ Difficulty |  |
| OOTH | Any other ethnic group |  | Long standing illness  Other |  |
|  | |  | Prefer not to say |  |
| Refused / Prefer not to say | REFU | |  |  |  |
| **Sexual Orientation** | | | Please tick | **Personal relationship** | Please tick |
| Bi-sexual | | |  | Single |  |
| Gay Man | | |  | Living together |  |
| Gay Woman | | |  | Married |  |
| Heterosexual | | |  | Civil Partnership |  |
| Other | | |  | Prefer not to say |  |
| Prefer not to say | | |  |  |  |
| **Gender** | | | Please tick |  |  |
| Female | | |  |  |  |
| Male | | |  |  |  |
| Transgender | | |  |  |  |
| Prefer not to say | | |  |  |  |