

**Application Form**

Please complete in full attaching your letter of application and supporting statement

Incomplete applications and CVs will not be accepted

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| **Position applied for:** | | | | | | | **Date of application:** | | | | | | **Please state where you saw this post advertised:** | | |
| **Personal details** | | | | | | | | | | | | | | | |
| **Title:** | | **Forename(s):**  (Including all middle names) | | | | | | | | | **Surname:** | | | | |
| **All previous names:** | | | | | | | | | | | **National Insurance number:** | | | | |
| **Address:**  **Postcode:** | | | | | | | | | | | **Telephone number(s):**  **Home:**  **Work:**  **Mobile:**  **Email address:** | | | | |
| The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  **Are you currently eligible for employment in the UK?**  **Yes**   **No**  **If no, please provide details:** | | | | | | | | | | | | | | | |
| ***Applicants for Teaching posts only:***  **Do you hold Qualified Teacher Status?**  **Yes**  **No**  **Year Gained:**  **Teacher Reference Number (DFE/GTCE):**  **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? Yes**  **No**  If Yes, please provide brief details:  **Are you subject to a General Teaching Council sanction or restriction? Yes**  **No**  If Yes, please provide brief details: | | | | | | | | | | | | | | | |
| **Current/Most recent employment** | | | | | | | | | | | | | | | |
| **Current/most recent employer:** | | | | | | | | **Current/most recent employer’s address:** | | | | | | | |
| **Current/most recent job title:** | | | | | | | | | | | | **Date started:** | | | |
| **Brief description of responsibilities:** | | | | | | | | | | | | **Date employment ended (if applicable):**    **Reason for leaving/wishing to leave:** | | | |
| **Annual Salary:** £ | | | | | **Allowances:**  **Type:**  **Value:** £ | | | | | | | **Additional remuneration/benefits**  **Type:**  **Value:** £ | | | |
| **Notice required by current employer:** | | | | | | | | | | | | | | | |
| **Previous employment and/or activities**  Starting with your most recent job, please give a summary of all employment, including any relevant unpaid work.  Please explain any breaks in employment dates – any gaps will be checked and validated during the recruitment process. | | | | | | | | | | | | | | | | |
| **Dates** | **Name and address of employer** | | | | | | | **Position held and/or duties** | | | | | | | **Reason for leaving** | |
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| **Education**  Please start with the most recent | | | | | | | | | | | | | | | | |
| **Name of school/college/university** | | | **Dates of attendance** | | | | | | **Qualifications gained with date and level attained** | | | | | | | |
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| **Membership of Professional Bodies** | | | | | | | | | | | | | | | | |
| **Professional Body** | | | | | | **Membership Grade and Number** | | | | | | | | **Date** | | |
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| **Professional/Training Courses attended**  Please list relevant courses attended in the past 3 years | | | | | | | | | | | | | | | | |
| **Subject** | | | | **Organising Body** | | | | | | | | | | **Date(s)** | | |
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| **References** | | | | | | | | | | | | | | | | |
| **Please supply the names and contact details of two people who we may contact for references. If you are currently working in education this should be your Headteacher. If you are not currently working with children please provide a referee from your most recent employment involving children (if applicable). Neither referee should be a relative or someone known to you solely as a friend. We will take up references for all shortlisted candidates before interview unless you expressly inform us that you do not wish us to do so by indicating below. We** **reserve the right to seek any additional references we deem appropriate.** | | | | | | | | | | | | | | | | |
| **Referee 1** | | | | | | | | | | **Referee 2** | | | | | | |
| **Full Name and title:** | | | | | | | | | | **Full Name and title:** | | | | | | |
| **Position:** | | | | | | | | | | **Position:** | | | | | | |
| **Organisation:** | | | | | | | | | | **Organisation:** | | | | | | |
| **Address:** | | | | | | | | | | **Address:** | | | | | | |
| **Telephone number:** | | | | | | | | | | **Telephone number:** | | | | | | |
| **Email address (essential):** | | | | | | | | | | **Email address (essential):** | | | | | | |
| **Do you give your permission for us to contact your referees before any interviews?**  **Reference 1 Yes / No Reference 2 Yes / No** | | | | | | | | | | | | | | | | |
| **Are you related to or do you maintain a close relationship with an existing employee, volunteer or governor of Ousedale school? If so, please provide details:** | | | | | | | | | | | | | | | | |
| **Health** | | | | | | | | | | | | | | | | |
| In accordance with the guidance published by the DfE any offer of employment made by the academy will be conditional upon the school verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the response to which will be assessed by the schools medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the school’s medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician. | | | | | | | | | | | | | | | | |
| **Criminal records** | | | | | | | | | | | | | | | | |
| This post is exempt from the Rehabilitation of Offenders Act 1974, therefore all applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)  The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts, which will include a barred list check. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  If you are shortlisted, you will be required to complete a “Declaration of Criminal Record” form and return it prior to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, 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.  Please note: 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”. | | | | | | | | | | | | | | | | |
| **Time spent living and/or working overseas** | | | | | | | | | | | | | | | | |
| If you’ve lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK   Have you spent time living and/or working outside of the UK?  Yes  No | | | | | | | | | | | | | | | | |
| If yes, please give details, including countries and relevant dates: | | | | | | | | | | | | | | | | |

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| **GDPR** |
| The information collected on this form will be used in compliance with GDPR legislation. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in GDPR legislation. The information may be disclosed, as appropriate, to Occupation Health, the Teachers Pensions Agency, the Department of Education, pension, payroll and HR/legal providers and to relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept in strict confidence but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record. |
| **Recruitment** |
| It is Ousedale’s policy to employ the best person for the role and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, gender, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the academy are subject to a probationary period.  The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of our safeguarding policy is available on our website. Please take the time to read it.  If your application is successful, we will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |
| **Declaration** |
| I confirm that the information I have given on this application form is true and correct to the best of my knowledge.  I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.  I understand that if shortlisted, I will complete and return a declaration of criminal record form as detailed above  I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.  I consent to Ousedale processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. |
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| **Signature:**       **Date:**  **Print Name:** |

**PLEASE ATTACH A LETTER TO SUPPORT YOUR APPLICATION**