

# Ellesmere Primary School

Elson Road, Ellesmere, Shropshire, SY12 9EU  
 Telephone: 01691 622288 Email: admin@ellesmere-pri.shropshire.sch.uk  
 www.ellesmereprimaryschool.org.uk www.twitter.com/EllesmerePS  
 Headteacher: Mr Stuart Roberts, BSc Hons, PGCE



## Application Form (Part 1)

Please note that Part 1 of the application form is not referred to when selecting candidates for interview but includes details which must be made available in order that the Academy may meet the exacting standards required of employers in education.

**Please complete the application using black ink or type**

**The application must be fully completed and CV's will not be accepted**

Position applied for			
Reference number			
Title			
Surname			
Previous Names			
Forenames (in full)			
Date of Birth			
Previous names			
Current Address			
Postcode			
Telephone (Home)		Telephone (Mobile)	
Email address			
DFE Number		National Insurance Number	
Are you legally eligible to be employed within the UK? <b>YES/NO</b>  <i>If you have a Work Permit, please provide the expiry date</i>			
Do you require any special equipment or arrangements to be made to assist you at interview? <i>If yes, please give details. Inc, name relationship and position within the organisation</i>			
Where did you see the vacancy advertised?			
Do you have any family members or other connection to any employees of North West			

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Academies Trust or their academies? <i>If yes please give details</i>	
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**Disability:** The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

**Do you consider yourself to have a disability?**      **Yes**       **No**

**Diversity:** We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Do you describe yourself as?      Male                      Female

Marital Status:                      Married                      Civil Partnership                      Single

Date of Birth:    Age:

Please indicate your ethnic origin

White:	Mixed:	Asian
White British	Mixed White/Black Caribbean	Indian
White Irish	Mixed White/Black African	Pakistani
Any other White	Mixed White/Asian	Bangladeshi
	Other Mixed	Other Asian

Black or Black British:	Other:
Black Caribbean	Chinese
Black African	Gypsy/Traveller
Other Black	Other

Nationality: ( Please State)

What is your religious belief?

Buddhist	Christian	Hindu	Jewish	Muslim	Sikh
No religion	Other (please specify)		Prefer not to say		



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## Criminal Background:

### Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I confirm that I have not been disqualified from working with children, am not named on the DfE 'List 99' or the ISA Children's Barred List nor am I subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council)

Do you have any convictions, cautions or bind-overs? Yes  No

*If you have answered 'YES', please attach full details in a sealed envelope marked 'Confidential - disclosure', to include dates and where applicable, the nature of the imposed sanctions*

### Further Declarations

I agree that if my application is successful, I shall complete a Criminal Records Bureau disclosure application form so that an Enhanced Disclosure may be obtained by NWA Trust.

I understand that for any employment I currently hold or have held in the past, on either a paid or voluntary basis, my employer will be asked by NWA Trust about disciplinary offences, including those relating to children or young people (whether the disciplinary action is current or expired), and whether I have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Where neither my current nor previous employment has involved working with children, my current employer will still be asked to comment on my suitability to work with children.

I understand that the provision of false information is an offence, could result in the application being rejected or summary dismissal if an applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

I understand and agree that The Trust may approach my previous employer for information to verify particular experience or qualifications before interview (unless I have made specific written request that my current employer is not contacted until after the interview).

### Notes

Applications will only be accepted from candidates signing both parts 1 and 2 of the application form and who provide all of the information requested. Candidates should be aware that all posts in the school involve responsibility for safeguarding children. I agree to the above undertakings and certify that entries made on this form (or on any other form or document supplied) are complete and correct to the best of my knowledge. *Please note that if your email address contains your full name it can act as a signature. You will however be asked to sign a copy of your application form should you be shortlisted for the post.*

Signed:

Date :

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## Application Form (Part 2)

Please complete the application form fully. Your application may not be accepted if all of the information requested is not supplied

Position applied for			
Surname		Initials	

### General Education (since leaving school)

Name of school/College <i>(with attendance dates 'from' and 'to')</i>	Subject	Grade & Awarding body	Date Attained

### Further Education & Training (including relevant in-service training)

Name of University/College <i>(with attendance dates 'from' and 'to')</i>	Subject	Grade or Class & Awarding body	Date Attained

Please note that you will be asked to provide evidence of qualifications

### Membership of Professional Bodies

*For teachers, please include teacher reference number.*

Name of Professional Body	Level of Qualifications	Date Attained

### Employment Record

*Please begin with your current or most recent position. This record must be complete and an explanation of any gap must be provided. Employment refers to all positions held either voluntary or paid for.*

### Current Employment Details

Title of present/most recent post (include teaching placements if new to the profession):	
Name, address and type of school/establishment:	
Telephone No:	Name of LA/employing body:

*Opening children's eyes to the wonderful world of possibility...*

North West Academies Trust  
91 Hoole Road, Chester, CH2 3NG



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Date appointed/started:	Date left:
Age range(s) taught:	Number on roll:
Permanent/temporary/placement:	Part/full time:
Salary details (please given details of all allowances) :	
Current salary:	Spinal Point:

Name & address of employer	From/To	Job Title (including a brief outline of your job role and responsibilities and <u>reason for leaving</u> )	Current/leaving salary

**Interests & Experience-** Please outline any relevant interests you may have that could be of benefit to the academy



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## In support of your application

With reference to the person specification please state how your particular experience and skills show how you meet the requirements for the position. No more than three pages of A4

### References

Please give the names of two persons who are able to comment on your suitability for this post. One must be your present or last headteacher or employer\*. (For applications for headteacher posts a reference will be sought from your present local authority or employer). The employing body reserves the right to seek any further references it deems appropriate; *relatives and friends cannot be accepted as referees.*

Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted.

Name	
Position	
Organisation	
Address	
Telephone number	
Email address	

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Relationship to you	
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Name	
Position	
Organisation	
Address	
Telephone number	
Email address	
Relationship to you	

## Declaration

<p>I confirm that I have completed, signed and agree to be bound by the undertakings set out in part 1 of the application form.</p> <p>I confirm that the information given on this form and that given on any other documents supplied is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.</p> <p>The Data Protection Act 1988 – I understand that the information or data I have supplied may be processed and held on computer, and will be processed and held on personal records if I am appointed. The data may be processed by the school for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records.</p> <p>By signing and returning this application form I will be deemed to have given my explicit consent to the processing of data contained or referred to on it, including any information which may be considered to be sensitive data.</p> <p>I confirm that my previous employer may be approached by the school to verify any particular experience or qualification</p>			
Signed		Date	

Please email your completed application to:

steve.docking@northwestacademies.co.uk

