

Ellesmere Primary School

Elson Road, Ellesmere, Shropshire, SY12 9EU

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Headteacher: Mr Stuart Roberts, BSc Hons, PGCE



Application Form
CONFIDENTIAL

Please complete ALL sections. Sections 1 -6 of the application form will be used to shortlist candidates for interview.

POST APPLIED FOR:		CLOSING DATE:	
1. PERSONAL DETAILS (please complete in block letters)			
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title)		Last Name:	
First name(s)			
Address for Correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):			
Email address::			
2. PRESENT OR LAST EMPLOYER			
Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title:	
Present annual salary or weekly income (gross):			
Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if	

	already left
Reason for leaving:	
Brief description of duties:	

3. PREVIOUS EMPLOYMENT

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on separate sheet if necessary). Please start with the most recent.

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)					
Organising Body		Course title		Length of course	
MEMBERSHIP OF PROFESSIONAL BODIES					
Name of body		Type of membership		Date obtained	
5. INFORMATION IN SUPPORT OF YOUR APPLICATION					
<p>Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. You may also include a CV with this section.</p> <p>NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.</p>					
6. REFEREES					
<p>Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.</p> <p>The Academy/Trust reserves the right to approach any previous employer or manager.</p> <p>Please note:</p> <p>If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.</p>					
Name (Referee 1):				Name (Referee 2):	
Title		Mr/Mrs/Miss/Ms/other		Title	
				Mr/Mrs/Miss/Ms/other	

Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	

7. PROTECTION OF CHILDREN

The Academy/Trust is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Academy/Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Academy/Trust. During the course of your employment with the Academy/Trust, should you be arrested by the police you are obliged to notify the Head of School/Head Teacher/Principal of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

Please answer the following questions.

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) Order 175 (as amended in 2013)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If yes, please give details:



Have you ever been received a caution?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
Do you have any convictions, cautions, bindovers or prosecutions pending?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
Are you disqualified from childcare, either directly or by association?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	
We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.	
8. GENERAL	
Please give details of any dates within the next [2 months] when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.	
Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
You are required to declare below any relationship with or to an employee of the Academy/Trust. Please state name and position:	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
This information is required, including that related to warnings regarded as "spent" in order to	

ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

9. REASONABLE ADJUSTMENTS FOR A DISABILITY

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact [the headteacher or HR Manager at the school] to discuss any requirements.

10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

11. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Academy/Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

12. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Academy/Trust.

Signed

Date

Please return you completed form by email, post or by hand by the closing date to: lsmith@ellesmereprimaryschool.org.uk or F.A.O. Headteacher, Ellesmere Primary School, Elson Road, Ellesmere, SY12 9EU