**Application Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position applied for: | | | | Date: | |
| **Personal details** | | | | | |
| Title: | Surname: | | | | First Name: |
| Previous Names: | | | | Date of birth: | |
| Address:  Postcode: | | | | | |
| Mobile Telephone No: | | | Home Telephone No: | | |
| Personal E-mail Address: | | | | | |
| National Insurance Number: | | | | | |
| Do you have the right to work in the UK? ☐ Yes ☐ No | | | | | |
| If yes, please state on what basis:  ☐ UK citizen  ☐ EU settled status  ☐ Skilled worker visa  ☐ Graduate visa  ☐ Youth mobility visa  ☐ Other – please provide full details in the box below | | | | | |
| Have you spent time spent living and/or working outside of the UK?  ☐ Yes  ☐ No | | | | | |
| If yes, please give details below, including countries and dates. | | | | | |
| Are you related to any elected Member of the Council / Member of the Governing Body / Senior officer of the Council / Employee of this school? | | | | | |
| Yes | No | If yes please give name of elected Member/Senior Officer: | | | |
|  |  |

|  |
| --- |
| **For teachers only:** |
| Teacher reference number: |
| Do you have QTS? |
| Date of qualification: |

|  |  |  |
| --- | --- | --- |
| **Skills Test (For Teachers with QTS)**  (Please list the skills tests undertaken, date of successful completion and registration number (if known) | | |
| **QTS Skills Test** | **Registration Number** | **Date of successful completion** |
| **Literacy** |  |  |
| **Numeracy** |  |  |
| **ICT** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education and Qualifications** | | | |
| Please give details of **Secondary** and **Further, Higher Education** and Teaching Qualifications (if applicable) including any A-Levels or equivalent vocational courses. | | | |
| Dates (month and year) | College / other institution | Qualifications obtained | Grade achieved |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please give details of any other **professional** or **vocational** qualifications you hold that are relevant to your application: | | | |
| Dates (month and year) | Qualifications and grade / level | | Name of Awarding Body |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

|  |
| --- |
| **Disability and accessibility** |
| St Mary’s is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

|  |
| --- |
| **Online Checks** |
| In accordance with Keeping Children Safe in Education we are required to conduct online searches on shortlisted candidates. This may identify incidents or issues including but not limited to social media and the press.  Should you wish to inform us of any issues please outline these below. |

|  |
| --- |
| **Data Protection** |
| The personal information collected on this form will be processed to manage your application only. 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 Staff Privacy Notice which will be issued on appointment. Information will not ordinarily be disclosed to anyone outside St Mary’s CE Primary School without first seeking your permission, unless there is s statutory or operational 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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Employment History** | | | | | |
| Current employment | | | | | |
| Job title: | | | Employer: | | |
| Current salary: | | | Address: | | |
| Current scale (if applicable): | | |  | | |
| Employed from: | | | Employed to: | | |
| Previous employment | | | | | |
| Dates (month and year) | | Name of employer | | Job title & main responsibilities | Reasons for leaving |
| From | To |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
| If there are any gaps in your employment or education history, please explain them here: | | | | | |

|  |  |
| --- | --- |
| **Referees** | |
| Please supply the name and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.) Referees of short-listed candidates will be contacted prior to interview. Please supply all information requested. | |
| **1st Referee** | |
| Name: | Position: |
| In what capacity do you know the referee: | |
| Is this your current employer? | |
| Name of organisation: | |
| Address: | Postcode: |
|  | Telephone |
|  | E-mail: |
| **2nd Referee** | |
| Name: | Position: |
| In what capacity do you know the referee: | |
| Is this your current employer? | |
| Name of organisation: | |
| Address: | Postcode: |
|  | Telephone Number: |
|  | E-mail: |

|  |
| --- |
| **Personal statement** |
| *Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.* |
|  |

|  |  |
| --- | --- |
| **For person who are not British or EU nationals** | |
| If you have any conditions related to your employment, please give full details: | |
| **Rehabilitation of Offenders Act 1974** | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, 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.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | |
| **Declaration – please read carefully** | |
| For the purposes of the General Data Protection Regulations 2018, I consent to the information contained in this form, and any information received by or on behalf of St Mary’s CE Primary School relating to the subject matter of this form, being processed by them in administering the recruitment process.  I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.   * By signing this form, you are giving the school authority to seek a reference from your named references. * If you are successful, this form will be retained for the period of your employment and the agreed retention period following. * Should you not be successful this form will be stored for 6 months following the planned appointment date and will be destroyed after that time. | |
| Signed: | Date: |
| Print Name: | |
| **All candidates applying for employment will be required to sign and date this form if invited to attend an interview.** | |
| Please return this form to admin@st-marys-mosssside.manchester.sch.uk  If applying electronically you will be asked to sign this declaration at interview. | |