The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance, DBS checks and good reference, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly this form is the only document we consider when screening applicants. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

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| --- | --- | --- | --- |
| Position applied for: | | | Date: |
| **Personal details** | | | |
| Title: | Surname: | | First Name: |
| Previous Names: | | | Date Of Birth: |
| National Insurance Number: | | |  |
| Address: ...................................................................................................................................  .................................................................................................................................................. | | | |
| Postcode: | | | Home Telephone No: |
| Mobile Telephone No: | | | |
| E-mail Address: | | | |
| 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: | |
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| **Education and Qualifications** | | | |
| Please give details of **Secondary** and **Further Education** including any A-Levels or equivalent vocational courses. | | | |
| Dates (month and year) | College / other institution | Qualifications obtained | Grade achieved |
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| Please give details of any **Higher Education** and **equivalent** courses: | | | |
| Dates (month and year) | College / other institution | Qualifications and grade / level | Name of Awarding Body |
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| 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 |
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| **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 |
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| If there are any gaps in your employment or education history please explain them **fully** here: | | | | | |

Please supply a full employment history since leaving full time education, including any voluntary work.

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| 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.)\_* | |
| **1st Referee** | |
| Name: | Position: |
| In what capacity do you know the referee: | |
| Name of organisation: | |
| Address: | Postcode: |
|  | Telephone |
|  | E-mail: |
| **2nd Referee** | |
| Name: | Position: |
|  | |
| Name of organisation: | |
| Address: | Postcode: |
|  | Telephone Number: |
|  | E-mail: |
| Please note that we will contact these referees if you are short listed for this post and seek references before interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and / or child protection concerns you may have been subject to. If you have any concerns about this please contact the school to discuss the issues. | |

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| **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 |

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| **For person who are not British or EU nationals** | |
| If you have any conditions related to your employment please give full details: | |
| **Declaration – please read carefully** | |
| 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. | |
| 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 hr@holytrinity.manchester.sch.uk**  **If applying electronically you will be asked to sign this declaration at interview.** | |