



# Children, Schools and Families Staff Application Form



**CONFIDENTIAL**

## APPLICATION DETAILS

Position Applied for

Please note - the boxes will expand as you type in your details

## PERSONAL DETAILS

Last Name:		Title:		First Names:	
Previous Name(s):					
Home Address:					
Home Tel no:			Mobile no:		
E-mail:					

## The following section is only to be completed by Teaching Staff

DfE number		Are you a Newly Qualified Teacher?	<b>Yes/No</b>
Do you hold Qualified Teacher Status?		<b>Yes/No</b>	Date Awarded:
Do you hold Qualified teacher Status Learning & Skills (QTLS)		<b>Yes/No</b>	Date Awarded

## EDUCATION, QUALIFICATIONS AND TRAINING

Please provide details of education from the age of 11 years onwards  
Original Certificates will be required prior to commencement

Secondary School/College	Full or Part-time	Qualifications attained /to be taken. Subjects	Grades Attained	Year taken/ to be taken

Higher Education Institutions	Dates		Full or Part-time	Qualifications attained / to be taken. Subjects	Grade Attained	Year taken/ to be taken
	From	To				

## In-Service Education, Courses and Training (over last 3 years) – Please continue on a separate sheet

Dates and Duration	Title of Course/Training	Name of Provider (eg LA, College)	Qualification (if any)

## ELIGIBILITY TO WORK IN THE UK

National Insurance number:	
Do you have the right to work in the United Kingdom?	
Do you require a work permit?	

**CURRENT OR MOST RECENT EMPLOYMENT**

Employer	Address	Position held/Responsibilities and achievements	Period of Service					
			From			To		
			D	M	Y	D	M	Y

**PREVIOUS EMPLOYMENT**

Details of all other paid or unpaid, employment or experience. It is important that you include periods of breaks in employment since leaving school. Please give details of these periods and your activities during these times, these might include: career breaks to raise a family, travel, voluntary work, training, long periods of sickness, unemployment, self employed. Evidence may be required.

Employer	Address	Position held/Responsibilities and achievements	Period of Service					
			From			To		
			D	M	Y	D	M	Y

**OTHER WORK EXPERIENCES (including career breaks, voluntary paid or unpaid work)**

Details of all other paid or unpaid, employment or experience. It is important that you include periods of breaks in employment since leaving school. Please give details of these periods and your activities during these times, these might include: career breaks to raise a family, travel, voluntary work, training, long periods of sickness, unemployment, self employed. Evidence may be required.

Employer	Position held	Period of Service					
		From			To		
		D	M	Y	D	M	Y

**SUPPORTING STATEMENT**

Please tell us how your experiences, abilities, skills and knowledge meet each of the points on the Person Specification. We need to have this information in order to consider your application.

You may find it helpful to refer to each point of the Person Specification to help you complete this part of the application form.

Please consider all your experience whether paid or unpaid. Give examples (where possible) in support of your application.

**NB. The box will expand as you type in your statement**

## PROTECTION OF CHILDREN (Rehabilitation of Offenders Act 1974)

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All our posts are subject to a satisfactory Disclosure and Barring Service (DBS) check.**

The job for which you are applying has substantial opportunity for access to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore 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). For further information please refer to <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

Please be aware that failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in any offer of employment being withdrawn or, if appointed, disciplinary action which may result in dismissal.

Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Date:

Offence:

Sentence:

Please note: All information we receive will be treated as confidential.

Have you ever been disqualified from working with children or vulnerable adults? **YES/NO**

*It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you have answered 'Yes' to either of the above **and are called to interview**, please provide further further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'*

## APPLICANTS FROM OUTSIDE THE UK

Applicants who have lived and /or worked outside of the UK need to provide an overseas criminal records check and/or certificate of good conduct from their home country. Guidance on the process will be provided for the appointed candidate.

## REFEREES

If you are selected for an interview we will obtain references prior to interview. Due to safeguarding requirements, we reserve the right to contact any past employer for a reference. Your first referee must be your current or last employer if you have one. If you are a school/college leaver give the details of your Headteacher or Tutor. Family members and friends will not be accepted as a referee.

1) Name .....

Address .....

.....

.....

Email .....

Tel no .....

How is this referee known to you?

2) Name .....

Address .....

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Email .....

Tel no .....

How is this referee known to you?

## GENERAL INFORMATION

When would you be free to commence duty?

## POLITICAL RESTRICTIONS

Some posts are also subject to political restrictions under the provisions of the Local Government and Housing Act 1989. If this post is subject to these conditions, further details will be made available to you.

## DISCLOSURE OF RELATIONSHIP

Are you related to, or have a close personal relationship with any Merton Councillor, Council officer, School governor or member of staff at this school?

Yes  No  If yes, state the name, relationship and position held

## EQUALITY ACT 2010

The Equality Act 2010 protects people with disabilities from unlawful discrimination. If you tell us that you have a disability we will make reasonable adjustments to your working environment and to your work arrangements and practices, if it is reasonable for us to do so.

Do you consider yourself to have a disability?

If yes, please describe your disability:

If you are invited to an interview and you believe that we should make reasonable adjustments for you please describe what will be required:

## GENERAL DATA PROTECTION REGULATIONS 2018

The School's Privacy Notice is in line with the General Data Protection Regulations 2018.

I declare that the information I have given on this form and any other accompanying documents is correct.

I understand that any omissions or false or misleading information provided on this form could result in my appointment being rejected or, in the event of employment being obtained, may result in disciplinary action being taken up to and including summary dismissal. It could also result in a referral to the police.

I understand my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Name:

Date:

**By providing my name or email address, this means that I have read, understood and agreed to the above**