**Confidential**

**EMPLOYMENT APPLICATION FORM**

Please note: You may use additional sheets if you need to.

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| --- | --- |
| **Please return this form to: Moorview House, Riverside, Burrowbridge, TA7 0RB** | |
| Application for the post of |  |
| Closing Date |  |
| How did you hear about this job?  (name of publication if advertised) |  |

**PART A: Personal Details (Block capitals please)**

|  |  |
| --- | --- |
| Family Name/ Surname |  |
| Previous Name (s) |  |
| Forename (s) |  |
| Known Name:  (if different from Forename) |  |
| Preferred Title  (e.g. Mr, Mrs, Miss, Ms, Dr) |  |
| Current Address  (Please include Postcode) |  |
| National Insurance Number |  |
| QTS/TRN Number (if applicable) |  |
| Preferred Contact Telephone Number |  |
| Alternative Telephone Number  (If available) |  |
| Email Address (If preferred method of communication & in regular use) |  |
| Date of Birth |  |

**Part B: Present (or most recent) Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address  Of Employer |  | | |
| Job Title |  | | |
| Start Date |  | Notice required or  Date left |  |
| Salary |  | If part-time,  Please give hours  Per week |  |
| Please give details of your main tasks and responsibilities – and, if applicable your reason for leaving: | | | |
|  | | | |
| Please explain why you are applying for this post at this time: | | | |
|  | | | |

**Part C: Employment History (most recent first)**

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| --- | --- | --- | --- |
| Please give as much relevant information as possible. You must give your full employment history from when you left school/higher education and **explain any gaps in your employment** and include dates. Please include any time spent employed as a volunteer. | | | |
| Name & Address of Employer | Dates From/To  (MM/YY) | Job Role | Final Salary and reason for leaving |
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**Part D: Academic, Professional and Vocational Qualifications**

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| --- | --- | --- |
| Exams Passed (Level)  Qualifications & Memberships  (Most recent First) | Grade and Date  Achieved\* | Name of Educational Establishment and/or Professional or Awarding Body |
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**\*Please note: you must provide all dates**

**Part E: Training/Continuing Professional Development**

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| --- | --- | --- |
| Please give details of relevant training/development activities | | |
| Training Course and  Organiser or Development  Activity | Time Spent | Outcome – Grade Achieved  (Where applicable) |
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**Part F: Personal Statement**

You may continue on a separate sheet if you need to.

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| **Key Competencies, Knowledge and Skills:** Provide examples of how you have demonstrated key competencies and the knowledge and skill requirements applicable to this role. You may use experience gained from within and/or outside the workplace to provide these examples. |
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| **Personal Attributes**: Please describe ways in which you have demonstrated personal attributes which would be applicable to this post |
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**Part G: Supplementary Information**

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| **Personal Transport:** For posts which involve travel away from normal place of work: | |
| Are you willing and able to use your personal vehicle to meet the Requirements of the post? | Yes No |
| Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel: All successful candidates will require details of their driving history to be checked. | |
|  | |
| **Positive About Disability:** We welcome applications from people with disabilities.  Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly. | |
| If you are offered an interview and if you are disabled, please contact us if you need any adjustments for the interview. We would be happy to have a pre-interview discussion to understand any particular adjustments that you may require for the interview so that we may facilitate any reasonable adjustments at interview stage. | Yes No |

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| All appointments are conditional on the satisfactory completion of DBS, references and verification of medical fitness and driving history. Short-listed candidates will be asked to provide a self-declaration of their criminal record or information that would make them unsuitable for the position. |

**Part H: References and Declarations**

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| --- | --- |
| **References:** Please provide the names of three professional referees, who can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. **The first reference must be your manager or a senior manager representing your current or most recent employer.** References will not be accepted from colleagues, relations or people who know you solely as a friend.  **\***If you are applying for a post working with children, **all** references will be requested before interview. | |
| **Please note:**  Your first referee must be a manager representing your current/most recent employer.  If this post has not involved working with children or vulnerable adults, but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between. | |
| **Name of First Referee** Please see above**\*** |  |
| Job Title of Referee |  |
| Name of Organisation |  |
| Address (Including Postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Relationship to you (eg. Supervisor, tutor) |  |
| Dates of your employment | From: / To: / |
| **Name of Second Referee** |  |
| Job Title of Referee |  |
| Name of Organisation |  |
| Address (Including Postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Relationship to you (eg. Supervisor,Tutor) |  |
| Dates of your employment | From: / To: / |
| **Name of Third Referee** |  |
| Job Title of Referee |  |
| Name of Organisation |  |
| Address (Including Postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Relationship to you (eg. Supervisor, Tutor) |  |
| Dates of your employment | From: / To: / |

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| **DATA PROTECTION ACT 2018**  Information from this application may be processed for any purposes registered by Inaura School under data protection legislation. The information that you supply in your application is confidential: however, it will be disclosed to those persons authorised to see it and be used for selection purposes. The information from successful candidates will be retained on the School HR file for payroll and administrative purposes; information held about unsuccessful applicants is destroyed after 6 months. The information may be disclosed to Government departments where there is a legal obligation to do so. All individuals have the right to access their own personal data held by the school.  Should you have any queries in relation to this please contact the school directly. |

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| **Declaration** | | | |
| * I confirm that I am entitled to live and work in the United Kingdom * I am willing for this data to be held and processed by Inaura and to be verified with relevant third parties. This may include previous employers. * The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. | | | |
| Signed |  | Date |  |

If you apply online and are shortlisted, you will be asked to sign your application at interview.

**Inaura School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references, medical fitness and enhanced DBS clearance.**

**As part of our Safer Recruitment Policy we will be conducting an online search for those candidates who are shortlisted. This will involve searching publicly available information only.**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**

**Inaura School Child Protection & Safeguarding Policy**: <https://inauraschool.org/our-school/policies-2/>

**Policy Statement on the Recruitment of Ex-offenders:** <https://inauraschool.org/wp-content/uploads/2022/11/Statement-on-the-Recruitment-of-Ex-offenders-July-2021.pdf>