

Application Form



The Place

You must complete all sections of the Application Form in black ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete. Curriculum Vitae will not be accepted. Guidance Notes are included to help you complete this form.

Position applied for:	Closing date:
Where did you first learn of this vacancy?	

Personal Details and Contact Details

Title:	Surname:	Forenames (in full):	
Please also provide details of any former names (if applicable)			
Home Address:	Daytime Telephone No:		
	Evening Telephone No:		
	Mobile No:		
	National Insurance No:		
Post Code:		e-mail:	

Entitlement to work in the UK

All applicants will be asked at interview to provide documentary evidence of their right to work in the UK – do you have any restrictions that apply to you? **Yes*** **no**

*If yes – please give details of any restrictions:

References

Please provide details of two referees who can comment on your suitability for this post. The referee must be a line manager or supervisor from your current employer, a professionally qualified person such as a teacher or social worker, or another individual from your past employer who can comment on your suitability. References from relatives or people who only know you as a friend are not acceptable. If you do not wish us to contact a referee prior to interview, then please tick the appropriate box and use a separate sheet to explain why. If you have not worked previously, then please give details of a school/college/university official.

NB: Appointing Officer will seek third referee if any concerns exist once references are obtained

Referee 1 (current or most recent employer) <input type="checkbox"/>	Referee 2 <input type="checkbox"/>
Name:	Name:
Relationship to applicant:	Relationship to applicant:
Position:	Position:
Employer/University/College Name:	Employer/University/College Name:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:
E-mail:	E-mail:

NB: All referees will be asked whether you as an applicant has been subject of any safeguarding concerns.

Gaps in Employment

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Dates from:	Dates to:	Reason for gap

Appointing Officer to record discussion of any gaps in employment at interview

Leave Blank for AO to complete at interview

Please record below any periods you have worked abroad or have lived outside of the UK for a period of more than 4 weeks.

Name and address of Employer	Job Title	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Reason for Leaving

Appointing Officer to record discussion of time abroad to ensure we can if required incorporate this into safer recruitment process.

Leave Blank for AO to complete at interview:

Education

If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

Secondary and Further Education (please list in chronological order)	Level	Subjects	Grade/Result	Year Obtained

HR Admin to ensure that qualifications listed are evidenced by certificate at interview

I confirm that relevant certification has been obtained and copied for HR Files:

Signed:

Membership of Professional Associations or Statutory Body

Organisation Name	Level of Membership/Role/Registration No. (if applicable)	Registration Date

Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK. *If Yes – please provide details in a sealed envelope and attach with this form	Yes*		No	
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Other training and development (including professional, vocational or job related training)

Title and brief description of course	Date

5 Other Skills / Information

Languages spoken/written (please indicate degree of competence):				
Computer literacy (please specify software and level of competence):				
Do you have any armed service/public duty commitments? (e.g. a JP/Councillor/ TA member)	Yes		No	
If yes, please give details:				
If selected for interview, do you require any special arrangements to be made on account of a disability? Please let us know information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010.				

If the job requires it:

Will you travel?	Yes		No	
Are you able to work overtime, work shifts, waking nights and sleep in?	Yes		No	
Do you have any existing leave commitments- Please list dates:				

Reasons for applying for this post

This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and person specification (where provided). These documents describe the essential experience and knowledge required for the post and may include competencies required. Please provide examples which relate directly to the post you are applying for:

Please continue overleaf if necessary.....

Reasons for applying for this post cont'd...

Please use additional sheets (if necessary) and attach to this form

Additional Information

Are you licensed to drive any of the following?	Private Car		Motor Bike		PCV		Other (give details)	
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Confirm any 'valid driving endorsements' on your license (these will be verified with DVLA)

Date	Reason	Points	Fine
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Please confirm whether this will be your only employment?

Yes

No*

* If no, provide details including days and hours worked and whether full- or part-time:

Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment?

Yes *

No

Have you been dismissed from any previous employment?

Yes *

No

* If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):

NB: If you are short-listed for interview the panel will discuss this with you and your current or previous employers.

Please note the following:

If you are related to anyone in this organisation please provide details (refer to notes below):

A) Enhanced DBS Check:

All posts defined as “regulated activity” are subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post we will ask the DBS for a Disclosure.

The position for which you are applying involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

Have you ever been convicted of any offence, been bound-over, or given a caution? (see notes above)

YES* NO (tick whichever is appropriate)

****If yes, please give details in the space provided below. The information you provide will be treated in confidence.***

***Do you have a DBS certificate: YES / NO Date of Certification:
(Please bring a copy to interview if you are shortlisted)***

Do

Are you currently the subject of any police investigations following allegations made against you?

YES* NO (tick whichever is appropriate)

****If yes, please give details in the space provided below. The information you provide will be treated in confidence.***

Appointing Officer to record discussion of any disclosures at interview

Record of discussion: Refer to Director for decision

Signed:

B) Safeguarding Declaration:

I declare that the information I have given on this form is complete and accurate and that:

- I am not barred or disqualified from working with vulnerable groups, children or young people
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

Signed:

Print Name:

Date:

C) General Declaration

I understand that to knowingly give false information or to leave out 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

Signed:

Print Name:

Date:

Availability:

Are there any dates when you are not available for interview?

Please email your completed application form to cate@theplaceindependentschool.co.uk or post to The PLACE Independent School, Belvoir Road, Bottesford NG13 0EA

Data Protection

Data Protection accordance with the Data Protection Act 1998, this organisation will only use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. We will keep application forms of unsuccessful candidates for six months before being destroyed.

EQUAL OPPORTUNITIES MONITORING FORM - IS SECTION TO BE COMPLETED BY ALL APPLICANTS (this form will not be used as part of any selection process)

Please help **THE PLACE** prevent unfair discrimination by answering ALL of the following questions and ticking the appropriate box. This information will be treated in the strictest confidence and only used to enable us to monitor our performance as an equal opportunities employer. It will not be seen or used by anyone involved in selecting candidates for interview.

Personal Details:

Post Title:	Post No:		
First name(s):	Surname:		
Date of Birth:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	

Ethnic Origin/Nationality:	My Ethnic Origin is:
<input type="text"/>	<small>Please quote a number from the list given below</small> <input type="text"/>
<p>White</p> <p>01 British</p> <p>02 Irish</p> <p>19 Other white</p> <p>Black</p> <p>61 Caribbean</p> <p>62 African</p> <p>63 Other Black or Black British</p>	<p>Mixed</p> <p>21 Black and White Caribbean</p> <p>22 Black and White African</p> <p>27 Chinese and White</p> <p>28 Any other mixed background</p> <p>Other</p> <p>81 Chinese</p> <p>85 Any Other</p>
	<p>Asian</p> <p>41 Indian or British Indian</p> <p>42 Pakistani, British Pakistani</p> <p>43 Bangladeshi, British Bangladeshi</p> <p>44 Other Asian, British Asian</p> <p>99 Prefer not to say</p>

Sexual Orientation:

Bisexual Gay Heterosexual Lesbian Prefer not to say

Religion (please tick one box only; categories determined by Office of Population Census and Surveys):

Christian Buddhist Hindu Jewish Muslim

Sikh All other religions, beliefs or faiths No religion Prefer not to say

Disability:

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes No

If Yes what is the nature of your disability?

If you are disabled, are there any arrangements we can make for you at interview (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape or other adjustments). Please detail requirements:

We will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a post vacancy and consider them on their skills and experience. Please sign here if you are happy for your details to be passed to the interviewing manager so that you can be considered under the two ticks scheme.

Signature

Print name in full

It would also help us to know any barriers you have faced when dealing with us and we would be grateful if you would also use this space to make suggestions on how we can improve.

HR Admin

Was the candidate shortlisted	YES / NO	Date of shortlisting	
Date invite for interview sent		Date of interview	
Attach Safer Recruitment Checklist			

Other Interview Notes Regarding the Application if applicable

