

ECKINGTON SCHOOL

Application for employment



Office use - Application reference

Date received

1. Job Details

Job applied for:	Job reference number: N/A
School:	Closing date:
Where did you find out about this job? For example give the name of the newspaper, magazine, website etc.:	

2. Personal Details

Title/preferred form of address: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (please give details)	
Last name:	First names:
Former names:	Date of birth:
Address:	Home phone number:
	Work phone number:
	Mobile phone number:
Postcode:	
National Insurance Number	e-mail address:

3. Current Employment

Current / Most Recent Employment			
Date of Appointment Day / Month / Year	Employers/School Name and Address	Position held and reason for leaving	Brief description of duties, (Give type of school and No. on roll, if applicable).
			Current Salary: £ Scale and Point:

4. Education and Training (relevant certificates will be examined at interview)

(i) School

Name of school	Qualification		
	Subject (Please provide individual subject area)	Date	Grade

(ii) Further/Higher Education (indicate if full or part time)

Name of College/University/Awarding Body	Qualification		
	Subjects (Please provide individual subject area)	A level / Degree / Certificate obtained (if degree state Hons, Class, or pass)	Date of Award

For Teaching Posts only

- (i) DfES Reference Number
- (ii) Date of Award of QTS
- (iv) Date of completion of statutory induction (Newly Qualified Teachers) or number of terms completed

Membership of Professional and Technical Organisations (if this applies)

Organisation	Type of registration	Registration number	Renewal date (if applicable)

Relevant Professional Development e.g. courses, programmes (other than those identified above)

Title	Length	Qualification (if appropriate)

5. Full Employment History

Please list all previous jobs (paid or unpaid starting with most recent job first - please use extra sheets if you need to

Previous Employment (to include explanations for periods when not in employment)			
Date from / Date to Day / Month / Year	Employers/School Name and Address	Position held and reason for leaving	Brief description of duties

6. Other Relevant Work

Note: This may include work experience, voluntary or unpaid work.
(College/University leavers may use this section to provide details of their hobbies, interest, etc.)

7. References

- (i) If you have worked before or are currently working, one of your referees must be your present or last employer.
- (ii) If you have worked with children in the past but are not currently doing so you must provide, as a 3rd referee, details of the person by whom you were most recently employed to work with children.
- (iii) References will be sought only for short listed applicants. Previous employers may be approached, prior to interview, to verify any details given.
- (iv) Employers providing references for shortlisted applicants will be asked to provide information of any disciplinary offences against children or any child protection concerns
- (v) The references of the successful candidate will be verified. Appointment is subject to this verification process.

Referee 1

Referee 2

Name:	Name:
Position:	Position:
Address:	Address:
Phone number:	Phone number:
e-mail address:	e-mail address:
Type of reference (please indicate) Employer / Placement <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>	Type of reference (please indicate) Employer / Placement <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>

Referee 3

Name:
Position:
Address:
Phone number:
e-mail address:
Type of reference (please indicate) Employer / Placement <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>

Please check that you have provided accurate e-mail addresses for referees

8. Information in Support of Application

Please include in this section:-

- The reason you are applying for this post
- Details of all relevant experiences gained and how this would be relevant to the post
- How you believe the subject is taught and its importance in the curriculum
- How you meet the requirements of the person specification

9. Criminal Records

This post involves working with children, if you are offered the post you will be subject to an enhanced Disclosure and Barring Service check. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. **You must disclose all convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013).**

10. Declaration One

I confirm that I am not on the Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. DfE.

Your signature: _____

Date: _____

11. Eligibility to work in the UK

Do you require a work permit for this employment Yes No

12. Further information

Do you receive a local government pension Yes No

*Do you consider yourself to be disabled Yes No

(*We need this information as all disabled applicants who meet the essential shortlisting requirements are guaranteed an interview)

13. Declaration Two

Are you related to any Governor/Trustee or senior member of the Trust? Yes No

If 'Yes', please give details below

Name: _____

Relationship to you: _____ Job Title: _____

I agree to you storing and using the information I have given in this application form for recruitment purposes.

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in an offer of employment being withdrawn, disciplinary action including dismissal and possible referral to the Police. The LEAP MAT reserves the right to verify any of the data supplied in your application.

Your signature: _____ Date: _____

Please type your name in the space provided above to digitally sign this application

Please give any dates below when you are not available for an interview within the next two months:

Please ensure you complete the equal opportunities monitoring form and return with your application form.