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App No:

**For office use only**

# Swindon Village Primary School

# Application Form for Employment

**(Lunchtime Supervisors / Reader Support)**

Thank you for your interest.

Please complete all sections on this form. If any sections do not apply to you, please enter ‘not applicable’. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

This form is also available in large print, Braille or on audiotape on request.

**Application for the post of**

## Employment History

**(Please give details of your current or most recent employment)**

|  |  |
| --- | --- |
| **Post Title**      | From To            |
| **Employer Name**      | **Full time / Part time**      |
| Period of notice | Reason for leaving |
| Description of key duties and responsibilities      |

**Previous Employment** (Please give details of any previous positions you have held in the **last 3 years** starting with the most recent first).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Position**  | **Reason for leaving** |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |

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|       |

Please use the space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate.

## Education/Qualification

**If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification Taken** | **Year** | **Grade** | **Date** | **Name of Educational Establishment** |
|       |       |       |       |       |
|       |       |       |       |       |
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###### Driving licence – for positions that involve driving only

Do you hold a current, full, driving licence, **Yes** [ ]  **No** [ ]

which is valid for driving in the UK? **Motorcycle** [ ]  **Car** [ ]

#### Criminal Convictions

**For positions not involving work with children, families and vulnerable adults.**

(A criminal conviction is not necessarily a bar to employment.)

Do you have a criminal conviction which is unspent? Yes [ ]  No [ ]

Or pending against you? Yes [ ]  No [ ]

For positions working with children, families and vulnerable adults only.

Have you ever been convicted of a criminal offence? Yes [ ]  No [ ]

Is the offence “spent” as defined by the Rehabilitation **Yes [ ]  No [ ]**

of Offenders Act 1974?

Do you have a criminal conviction which is unspent? **Yes [ ]  No** **[ ]**

Or pending against you? **Yes [ ]  No [ ]**

Are you related to or have a close relationship with any existing employee of the School or Governors?

 Yes [ ]  No [ ]

**If yes, please provide details of their name, job title and your relationship to them.**

## References

**Please give details of two referees, one of whom should be your present or last employer and the other from a previous employer. Your referees must have knowledge of your work and character.** In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees.

We do not accept references from friends or family members**.**

**To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Therefore, please provide us with full details of your referee’s e-mail address.**

|  |  |
| --- | --- |
| **Referee One: This referee must either be your current or previous employer**If you are invited for interview may we approach this referee without further reference to you? Yes [ ]  No [ ] Name:      Job title:      Email:      Address:                        Post Code:       Relationship to you:      Telephone No:       | **Referee Two: Personal reference**If you are invited for interview may we approach this referee without further reference to you? Yes [ ]  No [ ] Name:      Job title:      Email:      Address:                        Post Code:      Relationship to you:      Telephone No:       |

###### Personal Details

Can you please ensure that you complete this section fully as this will enable us to contact you if you are invited to the next stage of the process.

|  |  |
| --- | --- |
| First Name:       | Title:       |
|  |  |
| Surname:       |
| Former name(s):      |
| Address:       |
|       |
|       |
|       |
| Post code:       | Tel no:       |
| Mobile no:       | Email Address:       |

I confirm that I am not included on the list (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the County Council will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed:      Date:

**Equal Opportunities in Employment**

The School is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

**This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.**

|  |
| --- |
| What is your ethnic group?◆ Choose one section from (a) to (e) and tick the appropriate box to indicate your cultural background |
| 1. White

[ ]  British[ ]  Irish[ ]  Any other White background*please write in below*      | 1. Mixed

[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Any other mixed background*please write in below*      | **(c) Asian or Asian British**[ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Any other Asian background*Please write in below*      |
| (d) Black or Black British[ ]  Caribbean[ ]  African[ ]  Any other Black background*Please write in below*      | (e) Chinese or Other ethnic [ ]  Chinese**[ ]** Any other*Please write in below*      |  [ ]  Would rather not state |

**Do you consider yourself to have a disability? Yes [ ]  No** **[ ]  Would rather not state [ ]**

**Which of the following best describes your religion/belief?**
[ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  None

**[ ]  Other *(please specify)***       **[ ]  Would rather not state**

|  |
| --- |
|  Which of the following best describes your sexual orientation? |
|  [ ]  Heterosexual |  [ ]  Gay |  [ ]  Lesbian | [ ]  Bisexual | [ ]  Would rather not say |
| Which of the following best describes your gender? |
|  [ ]  Male |  [ ]  Female | Date of Birth       /       /        | Age       |

##### Transgender: Is your gender identity the same as your gender at birth? [ ]  Yes [ ]  No

##### Data Protection

The information supplied on this form is being collected as part of the school’s recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.

**SWINDON VILLAGE PRIMARY SCHOOL**

|  |  |
| --- | --- |
| Church Road Swindon Village, Cheltenham Gloucestershire GL51 9QP  | Tel: 01242 690016Fax: 01242 690017Email: admin@swindonvillage.gloucs.sch.ukWebsite: www.swindonvillage.co.uk |

**Head Teacher:** Mr G Mills BEd (Hons), NPQH

**Self-disclosure form: Part 1**

**Private and confidential**

|  |  |
| --- | --- |
| Name of candidate/person: |  |
| Previous name(s): |  |
| Address and postcode: |  |
| Telephone/mobile no: |  |
| Date of birth: |  |
| Gender:  | Male / Female |

|  |
| --- |
| **For completion by the school:** |
| **[ ]**  | I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. |
| **Signature of authorised employing officer:** |  |
| **Print name:** |  |
| **Date:** |  |

**Self-disclosure form: Part 2**

As the role you have applied for involves frequent or regular contact with children, you will also be required to provide a valid DBS certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

|  |  |
| --- | --- |
| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children?  | Yes / No |
| If yes, please provide further information: |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?  | Yes / No |
| If yes, please provide further information: |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013? |  |
| If yes, please provide further information: |
| Have you lived or worked abroad in the last 10 years? | Yes / No |
| If yes, please provide further information including dates: |
| **Confirmation of declaration** (tick box below) |
| **[ ]**  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.  |
| **[ ]**  | I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  |
| **[ ]**  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
| **[ ]**  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |
| **Signature of candidate:** |  |
| **Print name:** |  |
| **Date:** |  |