

APPLICATION FORM

Please complete the application form in full, if there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading. Can completed forms please go to hr@orwellpark.org

Position applied for:

1. Personal Information

Title :	Forename(s):	Surname:
Address:		Former name: (including maiden name)
Postcode:		Preferred name:
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.		
Previous address:		Previous address:
Postcode:		Postcode:
Length of time at address:		Length of time at address:
Have you lived abroad for a period of 3 months or more in the last 10 years?		Yes ☐ No ☐
Are you eligible for employment in the UK?		Yes ☐ No ☐

Contact details

Home telephone: _____ Email: _____

Mobile telephone: _____

Work telephone: _____

2. General

Do you have Qualified Teacher Status? Yes ☐ No ☐

Do you have a current full UK driving licence Yes ☐ No ☐

Please provide full details of membership of any professional bodies

3. Academic and Vocational Qualifications and Further Education

Please provide details of all academic and vocational qualifications:

Dates attended	Award/Qualification and Awarding Body	Name of School/College attended.	Date Obtained	Grade (if appropriate)

4. Professional Development

Long Courses (Attended during the last 3 years)

Name of Course (and award if gained)	Provider	Full time/Part time or Seconded	From	To

Short Courses (Attended during the last 3 years)

Name of Course	Provider	Full time/Part time or Seconded	From	To

5. Outside Interests

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6. Career History

Please provide full details of all positions held employment, self-employment, and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving employment.

Please provide explanations for any periods not in employment in the Gaps in your employment section .

Employer Name and Address (including dates from, to dd/mm/yy)	Position held	Reason for leaving

Current Salary

Salary (basic) if appropriate
(Please indicate spine point)

Additions
(Please indicate responsibility points, London Allowance etc)

Total Salary

Please state when you would be available to take up employment if offered:

7. Gaps in your employment.

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

8. Supporting Statement

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

9. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

10. Referees

Please provide at least two professional referees. One referee should be your current or most recent employer.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	
Relationship to you		Relationship to you	
May we contact prior to interview	Yes ☐ No ☐	May we contact prior to interview	Yes ☐ No ☐

11.Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

12. Declaration

I consent to the school carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children. This includes online checks on shortlisted candidates as per Keeping Children Safe in Education (KCSIE).

I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for the school to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the school carrying out on-line status checks using the DBS Update Service as and when required.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (*e.g. the Teaching Regulation Agency*).

I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct.

I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal.

I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

Signed:

Date:

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

2. EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.

Orwell Park School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy.

Please complete the form as you feel is most appropriate for you.

Position applied for: _____

White:

- ☐ British ☐ Any other white background*

Mixed:

- ☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian
☐ Any other mixed background*

Black or Black British:

- ☐ Caribbean ☐ African ☐ Any other Black background*

Asian or Asian British:

- ☐ Indian ☐ Pakistani ☐ Bangladeshi
☐ Any other Asian background*

Chinese or other Ethnic Group:

- ☐ Chinese ☐ Other Ethnic Group*

*Please specify

Gender Please specify

