

CONFIDENTIAL

E1/

Application for employment

Applicant's name

Title of post applied for

School Business Manager

School name and address

Neston Primary School
Church Rise
Neston
Corsham
Wiltshire
SN13 9SX

Job reference number

Applicant reference number

(to be completed by school administrator)

Guidance for completion of the application for employment form

This information has been compiled to assist you in the completion of the application form. Please remember the application form is an essential part of our selection process, and the information you give will assist in selecting a shortlist of candidates for interview. It is therefore important that you complete the application form in full. If you wish to complete it by hand, please use black ink.

Completing your application form:

- **Read** through the information you have been sent and in particular study the advertisement, job description and person specification.
- **Complete** all of the sections as fully as possible. If any information requested is not applicable to you then please state this in the relevant section.
- **Curriculum Vitae (CV) – Please do not enclose a CV.** You are asked to complete the application form in full. It is acceptable to provide additional information in support of your application in the relevant section of this form, but this should be relevant to the job you are applying for.

Return your form – Please return to the address given in the supporting information. All applications received are handled in accordance with the requirements of the Data Protection Act 1998 and 2003.

Commitment to disabled people: Disabled applicants can face additional challenges to gaining employment and we are committed to promoting employment opportunities for people with disabilities.

Support and assistance: We also aim to ensure that our recruitment process is flexible and supportive to individual needs so please contact the school to which you are applying if you need any assistance in completing the application form or if you need information in an alternative format.

Definition of disability: Under the Equality Act 2010 a person has a disability if she/he has 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.

Impairment: A disability can arise from a wide range of impairments including: mental illness, learning disabilities, deaf and hard of hearing, sight impairments, diabetes, dyslexia, heart conditions, etc.

Substantial: This is something more than minor or trivial and beyond normal differences in ability which may exist among people.

Long-term adverse effect: The effect must be a detrimental one and is long-term if it has lasted or is likely to last for at least 12 months or for the rest of a person's life. If the effect is likely to recur beyond 12 months it is treated as long term.

Normal day-to-day activities: These are activities carried out by most people on a fairly regular and frequent basis. They do not include specialised activities which are normal only for a particular person or a group of people.

Progressive conditions: This applies to conditions which will increase in severity over time and are medically diagnosed as likely to have a substantial adverse effect on the ability to carry out normal day-to-day activities before they actually have this effect. Examples include muscular dystrophy, systemic lupus erythematosus (SLE), various types of dementia and motor neurone disease. A person who has cancer, HIV infection or multiple sclerosis (MS) will automatically be considered disabled under the Act. Those officially certified as blind or sight impaired by a consultant ophthalmologist may also automatically be covered.

Past disabilities: The Equality Act 2010 also covers people who have had a disability in the past.

Commitment to safeguarding of children and young people:

The post for which you are applying gives substantial access to children. The school is committed to safeguarding and promoting the welfare of children and young people and all staff working with children and young people are expected to share a commitment to this.

You will be expected to report any concerns about the safeguarding of children and/or young people in accordance with the agreed school procedures.

Successful applicants will be required, as part of their role, to attend regular safeguarding training relevant to the role.

If your conduct in relation to the safeguarding of children or young people gives cause for concern, the school's agreed child protection procedures will be followed alongside the school's disciplinary procedure.

References will be sought prior to interview and we will ask about your performance and conduct, including any disciplinary action taken and/or allegations/issues relating to children and young people in order that your suitability to work with children/young people can be assessed.

Employment is conditional upon the results of an enhanced Disclosure and Barring Service (DBS) check (with a barred list check) which will indicate your suitability to work with children.

Applications for teaching roles will involve a check of the National College for Teaching and Leadership's Prohibition List, to ensure they are not subject to a prohibition order issued by the Secretary of State.

1. Personal Details

Forename/s:	Surname:
Preferred title (e.g. Mr, Mrs, Miss Dr, etc):	Previous surname/s:
Other:	Known as:

Contact information:	
Email address:	Term time telephone number:
Home telephone number	Mobile telephone number:
Preferred telephone number:	Alternative telephone number :

Address:	
House name/number :	Street name:
Town/city:	County:
Postcode:	

Term time address (if different to the above):	
House name/number :	Street name:
Town/city:	County:
Postcode:	

Professional registration/membership of professional body details:	
Teacher registration number:	Other registration number/s if applicable

2. Newly qualified teachers – post May 1999

To be completed by NQT's only. Please give details of your induction year and whether this was completed in full (if not applicable go to section 3.)

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3. Education and qualifications obtained

Please include all public examinations passed, including GCSE, NVQ/GNVQ and 'A' Levels (or equivalents). For degrees, please specify class and division and whether honours or not.

For professional teaching qualifications please state the age-range/subject(s) you are trained to teach. If qualified teaching status was gained overseas please indicate whether this qualification is recognised in the UK. (Your employer will verify this with the NCTL, as part of their commitment to safer recruitment practices. A non UK employee may be required to provide a letter of good conduct from their originating police authority)

Name, type and location of institute	Dates		Qualification	Main subjects	Grade/class
	From	To			

4. Other awards, training and courses attended in the last four years

(Starting with the most recent first, please include evidence of continuing professional development and include details of any child protection/safeguarding training)

College, education centre or institution	Dates		Award/course title and qualification
	From	To	

5. Employment history:

Please note that under Keeping Children Safe in Education 2015 we reserve the right to contact any of your previous employers for a reference, before interview. We will also seek details of any performance, conduct and disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including anywhere the disciplinary sanction has expired.

If you are applying for a teaching post and are not currently employed as a teacher, please provide details of the school, college or local authority where you were most recently employed. (Keeping Children Safe in Education, 2015)

Please ensure all periods of time are accounted for and any gaps in employment since leaving education are evidenced. Please include any volunteering roles.

If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor.

Previous employment (most recent employment first)

Employer		
Dates employed from - to		
Contact name for reference		
<u>Address</u> House number/name Town/city/ County Post code		
Employer's email address		
Job Title		Salary :
Reason for Leaving :		
Main duties		

Employer		
Dates employed from - to		
Contact name for reference		
<u>Address</u> House number/name Town/city/ County Post code		
Employer's email address		
Job Title		Salary :
Reason for Leaving :		

Main duties

Employer		
Dates employed from - to		
Contact name for reference		
<u>Address</u> House number/name Town/city/ County Post code		
Employer's email address		
Job Title		Salary :
Reason for Leaving :		
Main duties		

Employer		
Dates employed from - to		
Contact name for reference		
<u>Address</u> House number/name Town/city/ County Post code		

Employer's email address		
Job Title		Salary :
Reason for Leaving :		
Main duties		

Employer		
Dates employed from - to		
Contact name for reference		
<u>Address</u> House number/name Town/city/ County Post code		
Employer's email address		
Job Title		Salary :
Reason for Leaving :		
Main duties		

Employer		
Dates employed from - to		
Contact name for reference		

<u>Address</u> House number/name Town/city/ County Post code		
Employer's email address		
Job Title		Salary :
Reason for Leaving :		
Main duties		

Continue on a separate sheet if necessary. (We require details of your complete employment history)

Professional membership:

Please give details of membership of any professional bodies including dates:

6. Additional information

Any information you provide will be used in the assessment of your suitability for this post. Please describe in more detail any experience, skills, etc, you have which are relevant to this job (referring to the person specification for this post). Please give your reasons for applying for this post.

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7. Personal referee

Character references will be sought from your current and previous employer(s) when available. However, when these are not available, or when you have a limited employment history, we may seek a reference from a personal referee. For this purpose, please state the name and address of a person whom you have known for at least three years and who may be approached for a reference prior to interview.

Please note: You should quote someone who is currently employed in a position of responsibility or who is deemed to be a professional person. It would be helpful if this referee can comment on your suitability for this post.

Do not quote your current or previous head teacher/employer in this section. It is important that you make your named personal referee aware of the possibility that they will be asked to supply a reference.

Name :	
Position/Profession :	
Address : House Name/Number Street Name Town County Postcode	
Telephone number :	
E-mail Address :	
Capacity in which you are known to this person	

8. Disabled people

Whilst you do not have to declare a disability here, the school is committed to promoting employment opportunities for disabled people, who can face additional challenges to gaining employment. The school may operate the double tick symbol or works within its principles, which means that they may offer a guaranteed interview to any person who details a disability, and meets the minimum or essential criteria for the vacancy. (Note: This is not adopted by all Wiltshire schools. Please check with the school you are applying to.)

Do you consider yourself to have a disability? Yes No
(please see the guidelines for completing the application form)

Please indicate if you need any particular arrangements or modifications to assist you in attending the interview.

9. Convictions

Please give details of any convictions, cautions or any offence you have been found guilty of in any country including the date of the conviction or caution and the sentence imposed (a criminal record will not necessarily be a bar to obtaining a position).

- Road traffic offences should be included. (Depending on the role may be required to drive as part of the role.)
- Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act other than those which are **Protected**. In the event of employment, any failure to disclose convictions or cautions or bind over orders which are not **Protected** could result in dismissal or disciplinary action by the school.

N.B. However please note that you do not have to disclose Protected Cautions or Protected Convictions to us. Protected Convictions and Protected Cautions are defined as follows:

Protected convictions

A conviction is a "protected conviction" if:

- It does not relate to a "listed offence", such as violent and sexual offences. (<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>)
- No custodial sentence was imposed.
- You have no other convictions. (I.e. **if you have more than one conviction you will need to disclose all convictions**)
- It was received by you whilst aged under the age of 18 at the time of the conviction and **five and a half years or more** have elapsed.
- It was received by you whilst aged 18 or over at the time of the conviction and **11 years or more** have elapsed.

Protected Caution

A caution is a "protected caution" if:

- It does not relate to a listed offence.
(<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>)
- It was given to you whilst aged under the age of 18 at the time of the caution and **two years or more** have elapsed.
- It was given to you whilst aged 18 or over at the time of the caution and **six years or more** have elapsed

Conviction/caution/bind over/warning	Penalty/sentence	Date issued

- Are your details held on any DBS barred children's or adults' list? Yes No
- Are you disqualified from working with children? Yes No
- Are you subject to sanctions imposed by a regulatory body? E.g. NCTL, HCPC Yes No

If yes, please give details below.

10. Additional Information

Do you have a valid UK/European driver's licence? Yes No

Do you have regular access to the use of a car, if this post involves travel? Yes No

Do you have another means of getting to work/client locations if the role is a mobile one? Yes No

Do you require a work permit? Yes No

Are you currently volunteering in this or another school or academy? Yes No

Do you require an employment of children's work permit? (Children 16 or under need such a permit until the last Friday of June of their school year 11) Yes No

Are you related to or closely acquainted with another employee or Governor at the school? Yes No

If yes please give name and position

The working time regulations place a maximum limit on weekly hours worked. Will you continue in any other employment, should you be offered this appointment? Yes No

If yes, how many hours per week?

In what capacity ?

Please note:

- Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
- Canvassing of councillors or school governors, directly or indirectly, will disqualify your application.
- The appointment is subject to satisfactory evidence of your medical fitness and the results of a 'disclosure' from the Disclosure and Barring Service, where applicable.

- The information you supply will be used by the school for the purpose of administration in relation to prospective, current and past staff. If your application is successful, some of the information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud.
- Data protection statement – Data Protection Act 1998 and 2003. The school has a duty to protect personal information. The school will process this information in accordance with the Data Protection Act 1998 and 2003. This information will be stored on computer and manual files.
- Following receipt of your application for this post consideration will be given to all applicants and shortlisted candidates will be contacted.
- Completion and submission of this form is taken as consent to process the information that you have provided.

Please sign and date here to confirm that the information given on this form is accurate.

Signature _____ **Date** _____

Please also complete the equality and diversity monitoring form.

Note: If you are a current Wiltshire Council employee or employed in a Wiltshire Council school, please complete the equality and diversity monitoring form, even if you have already given us this information, as we need this to help us monitor recruitment.

Please return this completed form to the school shown on the advertisement

E1/

Equality and diversity monitoring form

The school is committed to building a workforce that reflects the diversity of the local community and improving access to careers. The school requires information about gender, ethnic origin, age and disability to help monitor our human resources policies and practices. Further details are provided overleaf. The following information will be used only for this purpose. It will be separated from the job application and will be treated in the strictest confidence.

Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements

Title of post applied for

Name of school

Ethnic origin

I would describe my ethnic origin as: (please indicate in an appropriate box)

White

British

Irish

Other White (Please specify)

Black or Black British

Caribbean

African

Other Black (Please specify)

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Other Asian (Please specify)

Mixed

White and Black Caribbean

White and Black African

White and Asian

Other Mixed (Please specify)

Gender Please indicate in the appropriate box)

Male

Female

Age

Date of Birth

Disability (Please indicate in the appropriate box)

Do you consider yourself to have a disability?

Yes

No

Where did you see the vacancy advertised? (Please indicate in the appropriate box)

- | | |
|--------------------------------|--------------------------|
| Council Website | <input type="checkbox"/> |
| Local Newspaper | <input type="checkbox"/> |
| National Newspaper | <input type="checkbox"/> |
| Vacancies Bulletin | <input type="checkbox"/> |
| Professional Journal | <input type="checkbox"/> |
| Job Centre | <input type="checkbox"/> |
| Internet (Please detail below) | <input type="checkbox"/> |
| Other (Please detail below) | <input type="checkbox"/> |

Are you already employed by the school and applying for promotion or another role?

(Please put a tick in the appropriate box.

If you intend to remain in your existing post as well as taking up this appointment please answer 'no'.)

Yes

No

Thank you for answering these questions.

Please return the equality and diversity monitoring form with your application form Completion and submission of this form is taken as consent to process the information you have provided

Equality and diversity monitoring form

We are committed to building a workforce that reflects the diversity of the local community, improving access to careers within the council.

Our aim is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender or marital status, age, disability, sexual orientation, transgender or religious beliefs and practices, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The council will continue to review its human resources policies and practices generally and take appropriate action to make them fully effective.

To ensure our commitment to diversity is effective, the council needs to monitor all aspects of our recruitment and selection processes.

The monitoring exercise has been designed in accordance with guidelines from the Equalities and Human Rights Commission and it has been approved by the appropriate trade unions. The information will not be used for any other purposes than monitoring of our human resources policies and practices. The analysis will be carried out by the human resources team and all information supplied will be kept strictly confidential. In order to assist the council with this monitoring would you please complete the questionnaire attached. The information you give will be stored electronically.