**JOB APPLICATION FORM**

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| Please return this application form to:Sextons Manor Primary School, Greene Road, Bury St. Edmunds, IP33 3HG Or email to: office@sextonsmanorschool.com  |

**Please read the enclosed Guidance Notes carefully before completing this form.**

Do you require any reasonable adjustments to be made to the recruitment selection process because of a medical condition or disability? Please state None if appropriate

Please provide details of the reasonable adjustment(s) requested:

**About the job you are applying for:**

|  |  |
| --- | --- |
| **Job Title:**  | **Name of Employer: All Saints Schools Trust** |
| **Closing date:**  |

**Flexible Working**

Are you applying to do this job on a part time / job share basis? Yes  No 

If Yes, please give details of the number of hours/days per week that you wish to apply for:

If you wish your application to be considered on a joint basis with somebody else also wishing to job share, please give his / her name and contact details:

**Section 1 – Personal information**

Are you an existing employee of All Saints Schools Trust Yes No

If yes, what is your employee payroll number?

First name(s)

Your preferred title:

Preferred name:

Last name:

Any former names used (in full):

Teacher Reference No:

If you have previously worked as a teacher

Were you GTC registered: Yes No

Address:

Postcode:

Email address:

Mobile no:

Contact telephone numbers:

Daytime:

Evening:

**Section 2 – Knowledge, experience and skills**

Please demonstrate how your knowledge, experience and skills meet the requirements described in the person specification/job description. Please include your reasons for your interest in this post.

**Section 3 - Work and Other Relevant Experience**

As part of our safer recruitment practices, please list below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children etc, whether or not you feel these are relevant to the post you are applying for).

* Copy these pages to provide a full and unbroken record if you need to.
* Start with your current or most recent post and work backwards.
* Detail the circumstances of your leaving each post under ‘reason for leaving’ and the way your employment ended (e.g. to care for relatives, accepted voluntary redundancy etc)

|  |  |  |  |
| --- | --- | --- | --- |
| From:To: | Business / establishment name: | Post held: | Salary details: |
| Brief description of duties  | Reason for leaving: |

|  |  |  |  |
| --- | --- | --- | --- |
| From:To: | Business / establishment name: | Post held: | Salary details: |
| Brief description of duties  | Reason for leaving: |

|  |  |  |  |
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| From:To: | Business / establishment name: | Post held: | Salary details: |
| Brief description of duties  | Reason for leaving: |

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| From:To: | Business / establishment name: | Post held: | Salary details: |
| Brief description of duties  | Reason for leaving: |

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| --- | --- | --- | --- |
| From:To: | Business / establishment name: | Post held: | Salary details: |
| Brief description of duties  | Reason for leaving: |

**Section 4 - Qualifications and Training**

**Secondary Education (CSE, GCE, GCSE, RSA, NVQ, A/AS level etc or other equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (mm/yyyy)** | **Examination type** | **Subject(s) – List in box** | **Grade achieved – List in box** |
|  | GCSE |  |  |
|  | AS / A Level |  |  |
|  | Other |  |  |

**Further and Higher Education (Degree, Diploma, BTEC, NVQ etc or other equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (mm/yyyy)** | **Qualification and examining body** | **Subject(s)** | **Pass level or grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently

Please be aware that proof of qualifications identified as essential to the role, including driving licence, will be required at interview. ***Do not send anything now,*** further information will be sent to you should you be invited to interview.

**Section 5 – References**

Please give the names and contact details of at least two referees who have knowledge of you either as an employee or student in a professional capacity within the last five year period.

One of them must be your current / most recent employer or tutor. Personal references should only be provided where no alternative employer or educational referee is appropriate.

**Reference 1: Reference 2:**

Name: ………………………………………… Name………………………………………….

Address: ……………………………………… Address: ………………………………………

…………………………………………………. ………………………………………………….

Postcode: …………………………………….. Postcode: ……………………………………..

Email: …………………………………………. Email: ………………………………………….

Tel no: ………………………………………… Tel no: …………………………………………

Employer Educational Personal Employer Educational Personal

School / Organisation: School / Organisation:

………………………………………………………… ……………………………………………………

**It is normal practice to take up references before interview, it is only in exceptional circumstances will we not do this.** Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below and if no please provide a brief explanation.

**Reference 1:** Yes No **Reference 2:** Yes No

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All Saints Schools Trust operates a policy of open references. This means that you may read any references received in relation to you, on written request.

**Section 6 – Declarations**

Where did you see the job advertised or hear about it? (Please put one answer only, stating name of publication / website, or define ‘other’ as applicable)

Newspaper Website Word of mouth Other

…………………………………………………………………………………………………………………………….

**Entitlement to Work in the UK**

Are you currently eligible to work in the UK? Yes No

If **Yes**, are there conditions attached (e.g. time limits)? Yes No

If **Yes**, please give details:

………………………………………………………………………………………………………………………….

To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post. ***Do not send anything now,*** *further information will be sent to you should you be invited to interview.*

**Canvassing of Trustees, School Governors or Senior Employees**

Canvassing of Trustees, School Governors or Senior Employees by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate if you are related to any Trustees, School Governors or School Employees, giving their name and position. Please state ‘None’ if appropriate.

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Please indicate if you are related to any child(ren) attending any school within All Saints Schools Trust. Please state ‘None’ if appropriate.

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**Rehabilitation of Offenders Act 1974**

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These 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 Disbarring Service website or can be found here: [Exceptions Order 1975](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf)

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure & Barring Service before your appointment is confirmed.

I will ensure that if I am shortlisted that I will provide details of any cautions and unspent convictions 

Please note All Saints Schools Trust operates a policy of equal opportunities.

**Section 8**

**Declaration and Data Protection Statement**

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.

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 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 contracting referees / previous and/or current employers.

**Section 9**

**Privacy Notice**

As part of the recruitment process, the school collects and processes personal data relating to job applicants. For full details of our policy please see: [Privacy Notice](https://78fd85ca-df92-4655-935b-87eaec3618f6.filesusr.com/ugd/d48f8b_e0b2e6570d304116b2c377a54e1688a7.pdf)

In the event that your application is not successful, we may wish to contact you again in the future if any similar vacancies arise within 6 months of this application form date. Please indicate if you would like to be considered for any other positions across the schools within All Saints Schools Trust.

Yes please No thank you

Signed: …………………………………………… Date: …………………………………………….