



LINDLEY CE INFANT SCHOOL

Application for Employment

CONFIDENTIAL

PART 1 - PERSONAL INFORMATION

FOR OFFICE USE ONLY

Post Ref N°:	Applicant N°:	Date Received:

Please complete this form fully using black ink or type and read Job description and person specification issued with this job application pack before completing the application form.

Post Applied for:

Post Ref N°:

Section 1.1 Personal Details

Title: Date of Birth*:

Last Name: First Name:

Previous Names:
(if applicable)

Address:

Town/City:

Postcode:

Daytime Telephone N°:


Evening Telephone N°:

Mobile Telephone N°:

E-mail address:

National Insurance N°:

Are you entitled to work in the UK? Yes ☐ No ☐

 Email is our preferred method of communication and candidates will receive all communication via the email address provided. We would advise you to check your emails on a regular basis.

* This information is required to ensure correct identification of candidates

Section 1.2 References

Remember to ask your referees for permission before you give their name.

One Reference must be from your current employer or your most recent employer.

First Reference (Employer)		Second Reference	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
Telephone N°:	<input type="text"/>	Telephone N°:	<input type="text"/>
E-mail address:	<input type="text"/>	E-mail address:	<input type="text"/>
May we contact this referee prior to the interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact this referee prior to the interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Employer <input type="checkbox"/>		Employer <input type="checkbox"/>
Reference Type (tick as appropriate)	Academic <input type="checkbox"/>	Reference Type (tick as appropriate)	Academic <input type="checkbox"/>
	Personal/Character <input type="checkbox"/>		Personal/Character <input type="checkbox"/>

References will be requested as part of the recruitment process and they will form part of the decision making process. Your Referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

For posts which have substantial access to children or vulnerable adults, the school reserves the right to approach any previous employer.

Section 1.3 Positive about Disabled People

Do you consider yourself to have a disability? Yes ☐ No ☐

If you have answered yes to the above question, please give details of any assistance you may need at interview (e.g. sign language interpreter, wheelchair access)

Section 1.4 Driving Licence Details

Do you hold a full, current driving licence valid in the UK? Yes ☐ No ☐

If YES, state class: e.g. Full UK
Car, HGV, PSV, LGV etc.

Section 1.5 Additional Information

If you are related to an employee or governor of the school please complete the box below:

Please give name, position and relationship:

I understand that canvassing, directly or indirectly in connection with this appointment or knowingly failing to disclose a relationship will disqualify me.

To be completed for teacher positions only:

DfE Teacher Reference
Number

Do you hold Qualified Teacher Status? Yes ☐ No ☐

Have you completed NQT Induction? Yes ☐ No ☐ No. of terms ☐

Advertising Media Please state where you saw this post advertised

Kirklees Vacancy Bulletin ☐

Kirklees Website ☐

School Website ☐

Other ☐ *please state*

[This marks the end of section 1]

PART 2 APPLICATION FOR EMPLOYMENT

Section 2.1 Current or Most Recent Employment

If you are not currently employed, please give details of your most recent employment. If you have just left education or have not been employed before then please leave this section blank.

Job Title:

Grade:

Salary:

Other allowances/benefits:

Date of Appointment:

Date employment ended:

(if applicable)

Notice period (if applicable):

Employer:

Address:

Postcode:

Tel no:

Status:

e.g. Part Time/ Full Time/ Casual/ Temp:

Responsible to:

Nature of business:

Brief description of duties:

Reason for leaving
(if no longer employed):

Section 2.2 Previous Employment

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. childcare, unemployment etc. If you use additional sheets please remember to put your name and the post applied for on each extra page and number it.

Date From (dd/mm/yy)	Date To (dd/mm/yy)	Name and Address of Employer	Job Title	Salary	Reason for Leaving

Please give reasons for any gaps between jobs, e.g. unemployment, study, childcare etc. (specify dates and reasons):

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If you are successful will this be your only job? Yes ☐ No ☐

If no, please state the weekly hours and nature of the additional work?

Section 2.3 Education and Qualifications

This section deals with school/further/higher education. Please include the dates when you started and finished each level of education. (Sight of original certificates will be required if you are successful).

Date From (dd/mm/yy)	Date To (dd/mm/yy)	Type e.g. school, college, university, workplace	Qualifications gained (state level and grade)

Section 2.4 Personal Development & Additional Learning

Learning & Development Activity/Course Details	Date

Section 2.5 Professional Membership

Relevant Institute/Body	Class of Membership e.g. Associate, Member, Student, Fellow etc.	Expiry Date	State if examination required for membership

Section 2.6 Personal Statement

Details of experience, knowledge, skills, abilities and other relevant information – please refer to the person specification and job description for completing this section. You should use minimum (or equivalent) font Arial 11 and no more than 2 sides of A4.

[This marks the end of section 2]

PART 3 CRIMINAL CONVICTIONS

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) before an offer of employment is confirmed.

PART 4 DECLARATION

In submitting this application (whether signed or not) I declare that I am the person referred to on the form and that the information I have provided in Part 1, 2, 3, 4 and 5 of this application is true, complete and correct.

I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.

I declare that I am not banned or disqualified from working with children and/or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service.

I authorise Lindley CE Infant School to contact any current or former employers at the appropriate stage to confirm the details provided.

I understand canvassing (seeking support from) any Lindley CE Infant School employee or governor in connection with this appointment or knowingly not disclosing such a relationship will disqualify me.

In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.

I agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes of recruitment monitoring and in relation to forming any contract of employment.

Signed:

Date:

[This marks the end of section 4]

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PART 5 EQUAL OPPORTUNITIES MONITORING DATA

(this section will be removed prior to shortlisting)

FOR OFFICE USE ONLY

Post Ref N°:	Applicant N°:	Date Received:

Post Applied for:

Post Ref N°:

Which age category do you fall into?

16-21 years	<input type="checkbox"/>	22-30 years	<input type="checkbox"/>	31-40 years	<input type="checkbox"/>	41-50 years	<input type="checkbox"/>
51-60 years	<input type="checkbox"/>	61-65 years	<input type="checkbox"/>	65+ years	<input type="checkbox"/>	Prefer not to state	<input type="checkbox"/>

What is your Ethnic Origin?

Please choose ONE section from 1 to 6, then tick the appropriate box to indicate your cultural background.

1.	2.	3.
(a) White British <input type="checkbox"/>	(a) Mixed White & Black Caribbean <input type="checkbox"/>	(a) Asian or Asian British <input type="checkbox"/>
(b) White Irish <input type="checkbox"/>	(b) Mixed White & Black African <input type="checkbox"/>	(b) Indian <input type="checkbox"/>
(c) White Other <input type="checkbox"/>	(c) Mixed White & Asian <input type="checkbox"/>	(c) Pakistani <input type="checkbox"/>
(d) White Scottish <input type="checkbox"/>	(d) Mixed Other <input type="checkbox"/>	(d) Bangladeshi <input type="checkbox"/>
(e) White Welsh <input type="checkbox"/>		(e) Asian Other <input type="checkbox"/>
(f) White Other <input type="checkbox"/>		

4.	5.	6.
(a) Black or Black British <input type="checkbox"/>	(a) Chinese <input type="checkbox"/>	(a) Rather not state <input type="checkbox"/>
(b) Black Caribbean <input type="checkbox"/>		(b) Other ethnic group <input type="checkbox"/>
(c) Black African <input type="checkbox"/>		
(d) Black Other <input type="checkbox"/>		

Gender

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Rather not state	<input type="checkbox"/>
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For the purpose of this question, transgender is defined as an individual who lives, or wants to live, in the gender opposite to the one that they were assigned at birth.

Is your gender identity the same as the gender you were assigned at birth?

Yes

☐

No

☐

Do you live and work full time in the gender role opposite to that assigned at birth?

Yes

☐

No

☐

Disability

Do you consider yourself to have a disability?

Yes

☐

No

☐

Date of Birth (dd/mm/yy)

Sexual Orientation

Heterosexual

☐

Bisexual

☐

Gay man

☐

Rather not state

☐

Gay woman or lesbian

☐

Other

☐

Religious Belief/Faith

Christian

☐

Jewish

☐

Buddhist

☐

Other

☐

Hindu

☐

No religion

☐

Muslim

☐

Rather not state

☐

Sikh

☐

[This marks the end of section 5]

You have now completed your application.
Please turn to the next page for information on returning your application.

RETURNING YOUR APPLICATION

Please return application forms directly back to the school for the attention of **Mrs Nicola Beaumont** by email office@lindleyinfantschool.org.uk or post to:

Lindley CE Infant School
East Street
Huddersfield
HD3 3NE