

Please insert details

Job Title:

Job No:

School: Meltham Moor Primary

Application for employment

Personal Details

Title (select as appropriate): Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Surname(s):

First name(s):

Previous surname(s):

Address:

Post Code:

Email Address:

Telephone:

Work:

Home:

Mobile:

Where did you find out about this job?

National Insurance No*:

Date of Birth*:

DFE No (Teachers Only):

NQT (Teachers Only) :	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Date of Satisfactory Completion of Induction:
Induction Assessments Completed :	0: <input type="checkbox"/> 1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/>

Do you have a close association to any councillor or employee of Kirklees Council or a member of a Kirklees school governing body in the case of jobs in schools, please give details.
If none, please tick the box ☐

Name:

Job title:

Relationship to you (aunt, brother, partner etc):

If the job requires you to have a driving licence please tick which type of licence you hold:

Full ☐ HGV ☐ PSV ☐ None ☐

* This information is required to ensure correct identification of candidates

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

Name:

Email:

Address:

Post Code:

Tel:

Occupation:

Relationship:

Name:

Email:

Address:

Post Code:

Tel:

Occupation:

Relationship:

References will be requested as part of the recruitment process and they will form part of the decision making process. As part of the Keeping Children Safe in Education guidance, it is advised that Schools request references prior to interview. The guidance can be viewed if you [Click here](#)

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.

If you are applying for a Headship your Local Authority will be required to provide representation.

Work History

Present Employment (or last job for applicants currently unemployed)

Job title:

Date employment
started:

Date employment
ended (if applicable)

Reason for leaving/looking for
other employment :

Notice required
(if applicable):

Name of employer/School:
Name of Local Authority/Agency:

Address:

Post Code:

Current Salary:

Grade:

Briefly describe
your duties:

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. child care, 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.

Job Title	Main Duties	Name and Address of Employer	From	To	Wage/Salary	Reason for Leaving

If you need more space, please attach additional sheets and tick this box ☐

Education and Qualifications

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

Name of Schools/ College/ University Attended	Periods of Study. Please indicate Full/Part Time		Degrees or certificates obtained	Dates of Awards
	From	To	Details/subject/grades	

If you need more space, please attach additional sheets and tick this box ☐

Breaks / Gaps in Employment / Education

Please explain any breaks in your educational attainment and/or employment history in the following space.

If you need more space, please attach additional sheets and tick this box ☐

**Have you have lived or worked abroad in the past 5 years for a period of 6 months or more?
If Yes, please ensure that you detail below the dates and countries where you resided / worked:**

For individuals who have lived or worked outside of the UK in the past 5 years for a period of more than 6 months, Schools are required to carry out any additional checks that they think appropriate so that any events that have occurred outside of the UK can be considered.

These further checks should include a check for information about any Teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teachers' system. In addition to this, the Home Office has published guidance on criminal record checks for overseas applicants. For more information please [Click here](#)

Relevant Information

Please read this section carefully as this is the most important part of your application

Using this page and if needed additional paper, **demonstrate** your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Employee Specification in the following order or by completing the questionnaire if attached:

Relevant Experience, Education and Training Attainments, General and Special Knowledge, Skills and Abilities, Additional Factors including continual Professional Development.

If you need more space, please attach additional sheets and tick this box ☐

Additional Information

In certain circumstances where you are in receipt of your pension from Teachers' Pensions, this limits you to the amount of work you can undertake, or in some cases (if a health related retirement) it prevents you from returning to work at all.

There are different regulations depending on the type of retirement and the date the pension was awarded.

If you think that this applies to you then please seek advice, before applying for this job, from Teacher's Pensions by calling: 0345 6066166

Criminal Convictions

The information you are required to provide on this form is not used for shortlisting purposes.

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become 'spent' after the passage of time, that is the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. *The job for which you are now applying falls within that order.*

However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

For details of what criminal convictions must be declared please refer to the following guidance:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering> It is your responsibility to read this information in full and complete the application form accurately.

Any information given will be treated in the strictest confidence and will be considered only in relation to an application for which the order applies.

If you have any convictions, cautions, reprimands, final warnings, offences, penalties, matters pending or allegations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? Please give details below including dates:

Date	Details

I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in dismissal or disciplinary action.

Last name:

First name:

Signed: _____

Date:

Important Notice to Applicants

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, ie known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may be offered the job subject to satisfactory pre-employment checks which can include obtaining an Enhanced DBS disclosure certificate. Some Schools will not allow newly appointed candidates to commence employment until an individual is in receipt of a cleared and valid DBS disclosure certificate. This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

I declare that the information I have given on this form is complete and accurate and that I am not barred 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 understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

Please sign the form*

Signed

Date:

Print Name:

Additional Information for Applicants

Induction (Teachers)

The Education (Induction Arrangements for School Teachers)(England) Regulations 2008 require newly qualified teachers to complete successfully an induction period before being confirmed into employment. For a full-time teacher the length of the induction is one year (3 terms) and for a part-time teacher the period of time it would take to complete a full year of service. Information explaining about the induction year will be provided upon appointment to a post.

Qualifications (Teachers)

If applying for a teaching post you must hold a qualification recognised for qualified teacher status under the terms of the Education (Specified work and Registration) (England) Regulations 2003 or any subsequent regulations.

What Happens Next?

Shortlisted candidates will be contacted after the closing date. If you do not hear from us within 4 weeks, please assume that on this occasion your application has been unsuccessful. However do not let this stop you from applying for other vacancies.

Please contact us if you require special arrangements or adjustments for the Interview.