



## Application for employment (confidential)

### Policy Statement

We are committed to the rights of the child, the child's safety and emotional well-being and the protection of the child from all forms of abuse.

Post details		
Job Title		
Personal details		
<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs Other _____	Forename:	Surname:
Previous surnames		Date from:      to:
Home address		Date moved to this address:
Contact details	Email address:	Telephone number(s)
National Insurance Number		

Please submit completed applications by email to [recruitment@lowmoor.ngfl.ac.uk](mailto:recruitment@lowmoor.ngfl.ac.uk)

Employment History		
<b>Current or most recent employment:</b>		
Post Title:		Employer's name and address
Dates from:	to:	
Salary / wage		
Grade / level		Employers telephone no:
Allowances		Length of notice or date able to commence:
If part time, how many hours do you work?		
Brief description of duties		
Reason for wishing to leave (please indicate if you do not intend to resign from your current post)		

Employment					
<i>Please give details of all previous employment – insert additional lines or continue on a separate sheet if necessary</i>					
Employers name and address	Position held	Salary / Grade	Reason for leaving	Dates from/to	

### Education and qualifications

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

Qualifications examination subjects	Results grade or classification	School, College or University	How obtained Full time, part time etc	Period of study from/to	

### To be completed by teacher applicants only

If you qualified as a teacher after 7<sup>th</sup> May 1999, please complete

Date when qualified:	Date completed induction:		
Have you completed your skills tests in:	Literacy <input type="checkbox"/>	Numeracy <input type="checkbox"/>	ICT <input type="checkbox"/>
Are you an Initial Teacher Training (ITT) Student?			Yes / No

### Other training

Please give details of training and other activities undertaken over the **last 12 months as part of your CPD**.

Details	Outcomes	Dates From / to	

### Additional information / personal statement

Please ensure that you use the space below to submit a personal statement in support of your application. This must be no longer than 2 pages and should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.

## References

It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer. For teaching vacancies, please include your last teaching role.

If you are known to your referee(s) by a former name please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer.

Your current employer will be asked to provide a reference, in which details of the following will be asked

- (i) any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
- (ii) whether you have been the subject of any substantiated child protection concerns and any outcomes from this.

Name of referee	Status or job title	Contact
Current/most recent employer:       Tel. no:		Email address (preferred)   Postal address:
May we approach this referee before interview?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name of referee	Status or job title	Contact
       Tel. no:		Email address (preferred)   Postal address:
May we approach this referee before interview?    Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Declaration

### Immigration, Asylum and Nationality Act (2006)

In accordance with the Immigration, Asylum and Nationality Act 2006, Low Moor C. of E. Primary School requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK ☐

### Safeguarding Vulnerable Groups Act (2006)

Low Moor C. of E. Primary School is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List ☐

### Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the exceptions order 1975 (2013 & 2020) 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 Ministry of Justice website.

**Shortlisted candidates** will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of 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 information from the Disclosure and Barring Service before your appointment is confirmed.

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references that are satisfactory to the school b) a satisfactory enhanced DBS certificate and check of the Barred list where relevant c) the entries on this form proven to be complete and accurate d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. ☐

### Data Protection Act 2018

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy notice or contact us for more information on 01274 600797

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3<sup>rd</sup> Party Processors for the purpose of this recruitment in accordance with Data Protection 2018. ☐

### Disclosure

A candidate for any appointment with school must state below any known relationship to any member of the school, governing body or related to an employee of school when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

Are you related to any member of the Governing Body or existing employees of Low Moor C. of E. Primary School?

Yes ☐ No ☐

If YES, give details:

**I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.**

Signed:

Date:

**BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.**

## Equal opportunity and employment

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

### Ethnicity

White	English	1	<input type="checkbox"/>
	Scottish	2	<input type="checkbox"/>
	Welsh	3	<input type="checkbox"/>
	Irish	4	<input type="checkbox"/>
	Any other white	5	<input type="checkbox"/>
Mixed	White & Black Caribbean	6	<input type="checkbox"/>
	White & Black African	7	<input type="checkbox"/>
	White & Asian	8	<input type="checkbox"/>
	Any other mixed	9	<input type="checkbox"/>
Asian or Asian British	Indian	10	<input type="checkbox"/>
	Pakistani	11	<input type="checkbox"/>
	Bangladeshi	12	<input type="checkbox"/>
	Kashmiri	13	<input type="checkbox"/>
	Any other Asian	14	<input type="checkbox"/>
Black or Black British	Caribbean	15	<input type="checkbox"/>
	African	16	<input type="checkbox"/>
	Any other black	17	<input type="checkbox"/>
Other Ethnic Groups	Chinese	18	<input type="checkbox"/>
	Any other ethnic group	19	<input type="checkbox"/>

**Please Note:** These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act

I am: Female ☐ Male ☐

Date of birth:

#### Job Sharing

If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:

Full time ☐

Job share ☐

Either ☐

If you would like to job share this post but are unsure as to whether this is possible please contact the school.

Please tell us how you heard about this vacancy.

Please tick.

- ☐ Prospects Online
 ☐ Kirklees Jobs
 ☐ Calderdale Jobs
 ☐ Indeed
 ☐ School Website or Twitter
- ☐ School Employee
 ☐ Other (please give details)

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

☐ No ☐ Yes (Details):

## Health

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.