



Application Form

Role Applied for:

Please complete this form in black ink so we can obtain clear photocopies. If you are typing the font size needs to be 12 point

1. Personal Details

Surname:

Forename:

Title

Address:

Postcode:

Telephone number/s:

Email address:

Preferred contact method:

National Insurance No:

If you are currently employed, may we contact you discreetly at work?

Equality Act (2010) - Disability

Scott Primary School is committed to employing people with disabilities. If you are considered to be disabled under the Equality Act definition and have demonstrated that you meet the minimum criteria for the post, you will be guaranteed an interview.

The Equality Act states that “a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months.

- Do you consider yourself to have any disabilities? Yes/No
- Please state any arrangements you would like us to make to assist you if you are called for interview:

2. Education and Qualifications

Secondary School	Date from:	To:
Qualifications		
University:	Date from:	To:
Qualifications		

3. Training, and/or Membership of Professional Bodies

Include any information here that is relevant to the post for which you are applying, e.g. tell us about any qualifications that you are studying for currently. List any training courses or conferences/seminars from which you have gained skills or knowledge. If appropriate, include details of membership of professional bodies and state how the membership was obtained e.g. examination, nomination, experience. etc.

Training, and/or Membership of Professional Bodies	Date

4. Present Employment

Name and address of employer		
Brief outline of duties:		
Job title:	Date from:	To:
Salary/point	Value of other benefits	Notice period
Reason for leaving:		

5. Previous employment

Name of employer	Job title	Dates	Reason for leaving

6. References

Please give the name, address and contact number of two employers who can provide us with an assessment of your suitability for this post. One of the referees should be your current employer or most recent employer if you are unemployed. You must include a reference from a previous employer.

References will be taken up at the shortlisting stage. Please put an 'X' in the box if you do not wish us to contact either referee before informing you.

☐ Reference 1	☐ Reference 2
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Work relationship:	Work relationship:
Tel:	
Email:	

A job offer will not be made without two satisfactory references.

7. Skills, Abilities, Knowledge and Experience

- This is the most important part of the form as it tells us about your knowledge, skills, abilities and experience.
- Use the 'specific attributes' listed on the Person Specification Form as headings for your responses.
- You are advised to give clear examples of how your knowledge, skills, abilities and experience meet the attributes required.
- Please do not repeat what the person specification states. For example if it asks for 'ability to' or 'experience of' give examples by referring to your professional/ academic/ personal life or voluntary work.
- Use extra sheets if you need to and make sure they are clearly marked with your name.

Attributes (as listed on the Person Specification)	Examples as to how your knowledge, skills, abilities and experience meet the attributes. Please insert more rows if required.

Please put an 'x' in this box if you are attaching continuation sheets..

☐

8. Further Information

i. Authorisation to Work in the UK & Points-Based System

To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able provide this evidence. **YES / NO**

In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic Area (EEA) country. **YES / NO**

ii. Rehabilitation Of Offenders Act 1974 (Exceptions) Amendment Order 1986

Before any person is appointed to a post which involves substantial access to children, the School has a duty to process a DBS (Disclosure and Barring Service) Application to check for any criminal convictions, cautions, bindovers or pending prosecutions which would make it undesirable for the person to work with children.

Because of the nature of this post you are not entitled to withhold information about convictions, cautions or bindovers which, for other purposes, are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. This is because of the terms of the (Exceptions) (Amendment) Order 1986. For this reason if you are shortlisted for this post you will be asked to complete a more detailed form. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application. In signing this application you will be acknowledging that you understand a DBS disclosure check will be made. Do you have any criminal convictions, (including spent and unspent), cautions, bindovers or prosecutions pending? **YES / NO**

If you answered **YES** please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name and is returned with your application form.

Declaration

The school is a data controller for the purposes of the Data Protection Act 1998 and will comply with the employment practices data protection code. By completing this form and otherwise supplying information to the school you agree that the school may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes (and subsequently if you are employed by the council, for payroll purposes, administration of employee benefits, mobility transfer and promotion purposes, to measure and record progress in the school including training, grievance, capability and disciplinary procedure and warnings, management of sickness absence and as required or permitted by statute or regulation and generally as necessary under the employment relationship and the school's legitimate activities).

Application forms for unsuccessful candidates are retained by the school and will be destroyed 6 months after the appointment date.

Declaration:

I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal.

Name:

Signed:

Date:

What to do Next?

Please return your application to **hr@scottprimary.co.uk**

Recruitment Monitoring Form Guidance Notes

Confidentiality – who has access to the monitoring information gathered?

Information provided on this form is kept strictly confidential at all times, with restricted access in Human Resources, and used for monitoring purposes only in line with our employer commitments. Data will not identify individuals and will be in statistical format only.

Please be assured that the monitoring form is separated from the application form when it is received, and will not be included in the selection process.

What happens to the monitoring information gathered?

The information is put on to our recruitment database and used for recruitment and selection purposes. This ensures that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, sexual orientation, disability, religion or belief, age or unrelated criminal conviction. If you are appointed, the information will be transferred on to your computerised personal record to enable us to meet our workforce monitoring requirements.

Why does the School monitor its recruitment and workforce?

We have specific duties as an employer to monitor our workforce. This assists us in responding to anti-discrimination legislation and any potential discrimination or inequality in the workplace.

To enable us to meet our monitoring requirements, please complete sections 1 to 8 and return with your application form. Clarification on categories is as follows:

Gender and Gender Identity

Gender Identity is an optional category that supports our duty as an employer to promote gender equality in the workforce, and to eliminate discrimination and harassment of transgender people.

Ethnicity

The categories of ethnic origin reflect those chosen by the Office for National Statistics (for the) 2001 UK population census.

Disability

When answering the question on disability you should be aware that under the Equality Act (2010) you are considered disabled if you:

- have a physical or mental impairment
- this impairment has an adverse effect which is substantial
- the effect is long-term (usually lasting, or likely to last, 12 months or more)
- the impairment has an adverse effect on your ability to carry out normal day-to-day activities

Certain conditions such as Cancer and HIV do not require there to be a long term effect, but qualify from the point of diagnosis.

Please return this form, in a sealed envelope if you wish, together with your completed application form to:
The School

Recruitment Monitoring Form (see notes for for guidance on completion)

To help us monitor our recruitment and selection processes in relation to our equalities responsibilities, we ask for your co-operation in completing a recruitment equalities monitoring. The information contained within this form will be input onto a computerised database and be used for recruitment and selection purposes only. It is separated from the application form at the time it is received and will not form part of the selection process. Thank you.

Q1 Date of Birth (insert)							
D	D	M	M	Y	Y	Y	Y

Q2 Gender & Gender Identity	
Male ☐	Female ☐
(Optional) Is your gender identity the same as the gender you were assigned at birth?	
Yes ☐	No ☐

Q3 Ethnicity			
White	White British ☐	White Irish ☐	Other White ☐
Black or Black British	Black African ☐	Black Caribbean ☐	Other Black ☐
Asian or Asian British	Bangladeshi ☐	Indian ☐	Pakistani ☐ Other Asian ☐
Mixed parentage or heritage	White & Black Caribbean ☐	White & Black African ☐	White & Asian ☐ Other mixed parentage ☐
Chinese or other ethnic group	Chinese ☐	Other ethnic group ☐	

Q4 Religion				
Buddhist ☐	Christian ☐	Hindu ☐	Jewish ☐	Muslim ☐
Sikh ☐	None ☐	Other ☐	Prefer not to say ☐	

Q5 Disability: Do you consider yourself to have any disabilities?	
Yes ☐	No ☐

Q6 Sexual Orientation	
Bisexual ☐	Gay ☐ Heterosexual ☐
Lesbian ☐	Other ☐ Prefer not to say ☐

Q7 What is your current work status?			
Permanent contract with Bedford BC ☐	Temporary contract with Bedford BC ☐	Temp agency contract with Bedford BC ☐	
Other local government ☐	Other public sector ☐	Return to work after childcare ☐	
Return to work ☐	Voluntary Sector ☐	Private Sector ☐	Unemployed ☐

Q8 Where do you live?	
The council is monitoring where applicants are applying from in order to determine the profile of applications that are made from the local community, compared to those made from outside the Bedford area.	
Please provide your post code to enable us to identify this profile:	