Schools Employment Application Form

If you need a copy of this information in large print, or an alternative format, please ask us.

*****The duties and responsibilities of this job role fulfil the definition of regulated activity in relation to children*****

It is an offence for a barred person to apply for a role within regulated activity

Notes to Applicants: Shropshire Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You are advised to read through the information requirements of the application form before you start to complete it.

Please complete the form in **BLACK INK**.

Please ensure that you complete **all** sections of **Part 1** and **Part 2** of the application form.

The information supplied in **Part 1** will be used for the purpose of shortlisting applicants for interview.

The information supplied in **Part 2** will be removed upon receipt of a completed application form and used in support of the administrative process of selection, and where the school makes a conditional offer of appointment.

Please note that providing false or misrepresentative information may result in your application being rejected, the withdrawal of a conditional offer of employment, summary dismissal if you are in post, and referral to other statutory bodies and agencies, where necessary.

Only **fully completed application forms** will be considered for shortlisting. CVs will not be accepted.

Further checks may be carried out to verify the information you provide.

You may attach a separate letter of application of **no more than 2 sides of A4** in support of your completed application form.

Please refer to the applicant information pack for any additional information about this role and how to apply for it.

If selected to attend for interview, you will usually be contacted, by email, with further details of the interview date, time etc. Please ensure that you check your emails on a regular basis.

Please return this form and any supporting documents directly to the school via email or in the post to the school address. Please mark the envelope for the attention of the **Office Manager**.

NB: you may complete this form electronically by typing directly into the form fields. Please save a copy for your own records before sending it to the school

Should your application be shortlisted, a hard copy of your completed application form will be required to be signed, at school, in advance of your interview.

Part 1: Information for Shortlisting and Interview			
Surname/ Family Name:		Initials:	
Application for the Post of:		Applicant ID: *(e-recruitment)*	
School Name:		Job Ref No:	

A: Present or Most Recent Employment			
Job Title:			
Company/School Name & Address:			
Postcode:			
Start Date:		End Date: (if applicable)	
Salary/Grade:		Other pay/benefits/allowances (please specify)	
Brief Details of the Post:			
If this post is a teaching role, please complete the following section:			
Subject/Specialisms:		Employer: (e.g. Local Authority)	
Approximate number on roll:		Age range taught:	

B: Previous Employment			
Beginning with the most recent, please provide a full account of your work history since leaving full-time education. Please continue on a separate sheet, if necessary.			
Job Title:			
Company/School Name & Address:			
Postcode:			
Start Date:		End Date: (if applicable)	

Salary/Grade:		Other pay/benefits/allowances (please specify)	
Brief Details of the Post:			
If this post is a teaching role, please complete the following section:			
Subject/Specialisms:		Employer: (e.g. Local Authority)	
Approximate number on roll:		Age range taught:	

Job Title:			
Company/School Name & Address:			
Postcode:			
Start Date:		End Date: (if applicable)	
Salary/Grade:		Other pay/benefits/allowances (please specify)	
Brief Details of the Post:			
If this post is a teaching role, please complete the following section:			
Subject/Specialisms:		Employer: (e.g. Local Authority)	
Approximate number on roll:		Age range taught:	

Job Title:			
Company/School Name & Address:			
Postcode:			
Start Date:		End Date: (if applicable)	
Salary/Grade:		Other pay/benefits/allowances (please specify)	
Brief Details of the Post:			
If this post is a teaching role, please complete the following section:			
Subject/Specialisms:		Employer: (e.g. Local Authority)	
Approximate number on roll:		Age range taught:	

C: Breaks in Employment

Please provide details of any gaps in your employment history since leaving full-time, secondary education. Include time away from the workplace to study, care for family members, to live and/or work overseas etc

Date from:	Date to:	Reason:

D: Other Relevant Experience: *(please continue on a separate sheet, if necessary)*

*In no more than 500 words, and with reference to the **essential** and **desirable** criteria, as set out on the **Person Specification**, please evidence the personal qualities, skills, knowledge and experience you feel you could bring to this role.*

E: Secondary Education & Qualifications: *(please continue on a separate sheet if necessary)*
Evidence of essential qualifications will be required as a condition of appointment.

Name of school/college	**Date from**	**Date to**	**Awarding Body/Level/Subject** (e.g. AQA/GCSE/English Language)	**Date awarded**	**Grade awarded**

F: Further & Higher Education					
Evidence of essential qualifications will be required as a condition of appointment.					
Name of educational setting	**Date from**	**Date to**	**Awarding Body/Subject**	**Level (e.g., degree/PGCE etc)**	**Grade awarded**

G: Training & Competencies		
Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved, other competencies and language ability other than English. Evidence of essential qualifications will be required as a condition of appointment.		
Date	**Course Title**	**Course Provider**

H: Languages	

I: Membership of Professional Bodies			
Professional Body Name	**Membership Number**	**Grade/Level of Membership**	**Date Awarded**

J: Driving Licence Details:	
Do you hold a full current driving licence? *Please enter 'YES' or 'NO'*	
Do you have access to a vehicle for work purposes? *Please enter 'YES' or 'NO'*	

K: Referees

Please provide details of **two people** to whom a reference request may be made. If you are currently employed, the first referee should be your current employer. We would expect this to be the Headteacher (or equivalent person) if you are currently working in a school.

If you are not currently working with children but have done so previously, please provide the details of a referee relating to your most recent employment involving work with children.

References will not be accepted from relatives or from people writing solely in the capacity as friends.

In compliance with the General Data Protection Regulation (GDPR), please be aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm, as a minimum:

- the referee's relationship with the candidate
- details of the applicant's current post and salary
- performance history whilst in post
- all formal, time-limited capability warnings which have not passed the expiration date
- all formal, time-limited disciplinary warnings not relating to safeguarding concerns which have not passed the expiration date
- all disciplinary action which relates to safeguarding concerns, even where the sanction is "time expired"
- details of any concerns relating to safeguarding and child protection, and where applicable, the outcome of any relevant investigation or enquiries
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

In line with the statutory guidance set out in Keeping Children Safe in Education, it is normal practice to take up references on shortlisted candidates prior to interview.

The school will observe a request not to approach a current employer at this stage in the recruitment process, on the basis that, in any event, satisfactory references will be sought and confirmed as part of a conditional offer of employment.

Name:		Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Relationship to you:		Relationship to you:	
Full address and postcode:		Full address and postcode:	
Email:		Email:	
Telephone:		Telephone:	
Can we contact this referee prior to interview? *(please enter 'YES' or 'NO')*		Can we contact this referee prior to interview? *(please enter 'YES' or 'NO')*	

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Part 2:
This section will be separated from **Part 1** on receipt of your completed application form. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used as part of the selection process.

School Name:		Job Ref No:	

Personal Information			
Last name:		First Name(s):	
If you have ever been known by any other first or last names, please provide full details with the date they were used, 'from and to', plus the reason for the change of name.			
Home Address:			
Postcode:			
Email Address:		Contact Tel No:	
National Insurance No:		Right to Work in the UK: *Please type 'YES' or NO'*	
Qualified Teacher Information: *(where applicable)* *Successful applicants for teaching posts will be required to provide evidence of their Qualified Teacher Status (QTS) and registration with The Regulations Agency (TRA)*			
Date of gaining QTS:		Teacher Reference (TR) No:	
DBS Update Service: *(please complete, where applicable)* *The DBS Update Service will be checked as part of a conditional offer to the preferred candidate*			
DBS Certificate Number:			

Disability Confident Scheme:	
Shropshire Council operates an interview guarantee scheme for people with a disability who meet the essential criteria of the post, as assessed via a fully completed application form. *(NB: The Equality Act defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities")*	
Do you consider yourself to have a disability? Please enter 'YES' or 'NO'	
If yes, please indicate below, the arrangements we can make should you be shortlisted to attend for interview.	

A: Regulated Activity and the Declaration of Convictions, Cautions etc

Under the Criminal Justice & Courts Services Act 2000, it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work defined as 'regulated activity'.

The position you are applying for is "regulated activity" and as such is subject to an Enhanced DBS check with children's barred list information.

Criminal records, where disclosed by the DBS, will be assessed pragmatically and on an individual basis by the school in conjunction with Shropshire HR. Any decision not to appoint somebody because of their conviction(s) is made in line with the school's policy on the recruitment of ex-offenders.

In accordance with Keeping Children Safe in Education 2021, all shortlisted applicants are required to disclose details of:

- any previous 'unspent' criminal convictions
- any cautions which have not expired
- any bind-overs, warnings or reprimands
- any pending prosecutions

As the post you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975), you are required to disclose all spent convictions and cautions, except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013).

Protected data is not subject to disclosure to employers on a DBS certificate and so cannot be considered when making a recruitment decision.

Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

If you are invited to attend for interview, you will be required to disclose your criminal record on a **Self-Disclosure Declaration Form** issued by the school.

Any information provided through this process will be treated in strictest confidence.

The **Self-Disclosure Declaration Form** must be completed and returned in advance of the interview to enable the interview panel to review the information, so that it can be discussed and considered at interview and before a DBS certificate is received.

Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration for appointment. An offence will only be taken into consideration if it would make you unsuitable for the type of work you are applying for.

B: Prohibitions & Childcare Disqualifications

Teacher prohibition and interim prohibition orders prevent a person from carrying out teaching work as defined in the Teachers' Disciplinary (England) Regulations 2012 in schools and other settings.

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that an individual is not subject to a prohibition order or an interim prohibition order.

The Teachers' Disciplinary (England) Regulations 2012 apply to schools and sixth form colleges and any person that is subject to a prohibition order is prohibited from carrying out teaching work in those establishments.

All shortlisted applicants invited to interview are required to state that they are not subject to a prohibition order or an interim prohibition order.

Checking that an individual is not subject to disqualification under the Childcare Disqualification Regulations 2018 is an additional requirement to the general child safeguarding arrangements provided under the Disclosure and Barring Service (DBS).

Relevant checks will be carried out for individuals appointed to work with children aged 5 and under, including reception classes, and staff appointed to work in wraparound care for children up to the age of 8, such as breakfast clubs and after school care.

C: Checks on Identity, Right to Work in the UK & Medical Questionnaires

All offers of appointment are conditional until satisfactory completion of mandatory pre-employment checks, to include the verification of identity and the right to work in the UK.

In line with the statutory guidance set out in Keeping Children Safe in Education 2021, in order to prove your identity, you will be asked to present your birth certificate, where this is available.

The right to work in the UK will be established in line with government guidelines, and before the offer of employment can be confirmed. Further guidance is available via the government website.

Should a conditional offer of employment be made, a pre-employment medical questionnaire will be issued, and the preferred candidate may be required to undergo a medical examination.

D: Data Protection

The personal information collected in **Part 1** and **Part 2** of the application form will be processed in compliance with the GDPR and associated Data Protection regulations.

In completing and submitting the application form, you give your consent for the information provided to be processed as part of the recruitment and selection process administered by the school. If appointed, you give your additional consent to the information being processed for employment purposes, as defined in legislation.

The information you provide may be disclosed, as appropriate, to governors, the school's appointed Occupational Health service provider, the Teachers Pensions Agency, the Department for Education, payroll and HR providers and any other relevant statutory body or agency.

All completed application forms for appointed candidates form the basis of the contract of employment and will be processed and stored in strictest confidence and accessed only by those entitled to see the information for the purposes of employment.

Application forms for unsuccessful applicants will be stored securely for a maximum of six months, after which time they will be confidentially destroyed.

E: Declaration of Conflict & Canvassing

To ensure fairness and transparency throughout the recruitment process, applicants are required to state any relationship with or to a member of staff, a governor of the school or anyone elected to or employed by Shropshire Council.

Canvassing, directly or indirectly, an employee, school governor, an Officer or Member of Shropshire Council will disqualify the application.

F: Equal Opportunities & Recruitment Monitoring

The Equality Act 2010 places a general duty on Shropshire Council and its schools to promote equality. It is a matter of policy and practice that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of their gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010.

Any data you enter onto this monitoring form will be used for monitoring purposes, only, and will not be used in assessing and or scoring your application or during the interview process.

This page will be separated from **part 1** and **part 2** and processed in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section D.

Post Title:		**Date of Birth:**	

Ethnicity	**Workforce Census Code**		**Enter 'X'**	**Religion or belief**	**Enter 'X'**
White	WBRI	British/ English/ Welsh/ Northern Irish/ Scottish		Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
	WIRI	Irish		Buddhist	
	WIRT	Traveller of Irish Heritage		Hindu	
	WROM	Gypsy / Roma		Jewish	
	WOTH	Any other White background		Muslim	
Mixed	MWBC	White and Black Caribbean		Sikh	
	MWBA	White and Black African		Prefer not to say	
	MWAS	White and Asian		Other, please state below	
	MOTH	Any other Mixed background			
Asian or Asian British	AIND	Indian		**Sexual Orientation**	**Enter 'X'**
	APKN	Pakistani		Bi-sexual	
	ABAN	Bangladeshi		Gay man	
	CHNE	Chinese		Gay woman	
	AOTH	Any other Asian Background		Heterosexual	
Black or British	BCRB	Black-Caribbean		Other	
	BAFR	Black-African		Prefer not to say	
	BOTH	Any other Black background		**Gender**	**Enter 'X'**
Other ethnic group	ARAB	Arab		Female	
	CHNE	Chinese		Male	
	REFU	Refused/Prefer not to say		Transgender	
	OOTH	Any other ethnic group		Prefer not to say	

Disability: Do you consider yourself to have a disability? Please state 'YES', 'NO' or 'PREFER NOT TO SAY'	

Please tell us where you heard about this vacancy:	

Applicant Declarations:
• I confirm that, to the best of my knowledge and belief, the information I have provided in **Part 1** and **Part 2** of this application form is correct. • I understand that to provide false, misleading or misrepresentative information will result in my application being rejected, the withdrawal of any offer of employment, summary dismissal if I am in post, and possible referral to the police. • I understand and accept that the information I have provided may be used in accordance with section Part 2: 'D' above, and that checks may be carried out to verify the contents of my application form. • I agree that the information I provide in connection with this application for employment may be stored and processed for the purpose of personnel management. • I confirm that I can provide documentary proof of my right to work in the UK • I understand that failure to disclose any relationship with an employee/officer of the school/Local Authority, providing information which is untrue, or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment, I may be liable to dismissal without notice. • I have*/do not have [delete as applicable] a relationship with or to a member of staff, a governor of the school or anyone elected to or employed by Shropshire Council. **please give details below*

Signature of Applicant:	
Print Name:	
Date:	

NB: you may complete and return this form electronically by saving and attaching it to an email.

Should your application be shortlisted, a hard copy of your completed application form will be required to be signed, at school, in advance of your interview.