

GARTREE HIGH SCHOOL

APPLICATION FORM



CONFIDENTIAL

(Please read the notes at the end of this application form before completing in black ink)

1. POST DETAILS
Post applied for:

2. PERSONAL DETAILS	
Family Name:	Other Names:
Previous Names:	National Insurance Number:
Title:	Do you have a current full Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	Do you have use of a vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/>
Post Code:	Contact Telephone Number:
Email:	

3. PRESENT EMPLOYMENT (If you are not currently in employment please leave blank)	
Job Title:	Telephone Number:
Employer's Name:	Basic pay/grade:
Address:	Other pay:
Postcode:	Date started:
	Period of notice:

Outline key duties and responsibilities:
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4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc). Please list most recent first.

Organisation	Role	Salary (if applicable)	Date employed		Reason for leaving
			From	To	

4b. Please specify all time not accounted for above with dates and reasons

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5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfil the Person Specification. Please use additional paper if necessary.

6. EDUCATION			
Qualifications gained or pending. Please state subject (Please be prepared to provide evidence at interview)	Grade	Date Achieved	School/College/University

7. MEMBERSHIP OF RELEVANT ORGANISATIONS		
Professional body/Association	Qualification/Membership level	Dates of qualification/membership

8. RELEVANT COURSES/AWARDS (e.g. short courses attended/certificates/awards)

Organising Body	Brief details of course	Duration	
		From	To

9. ATTENDANCE

Please detail your sickness absence (school/work/college) in the last year, including number of days and frequency. Please indicate if the absence was disability or pregnancy related.

We will request details of your sickness absence from your employment referee.

10. CRIMINAL CONVICTIONS AND CAUTIONS

To be read in conjunction with the criminal convictions sections on the application form guidance notes. Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?

- YES
- NO

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.

The Terms and Conditions of Employment found in your job pack will tell you if this post is defined as a 'Regulated Activity' under the Safeguarding Vulnerable Groups Act 2006.

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11. Disability Health Conditions

Gartree High School encourages people with disabilities to apply for jobs and is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

The Disability Discrimination Act 1995 defines disability as:

‘A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day to day activities’

I consider myself to be: Disabled Non Disabled

Arrangements if selected for interview

You are asked to indicate whether you would need any of the following arrangements to be made if you were invited to interview:

- | | |
|---|---|
| <input type="checkbox"/> Interview information on audio tape | <input type="checkbox"/> Wheelchair – accessible location for interview |
| <input type="checkbox"/> Interview information in large print format | <input type="checkbox"/> Car parking space for interview |
| <input type="checkbox"/> Induction loop in interview room | <input type="checkbox"/> Facility for personal carer, assistant or other person to accompany you at interview |
| <input type="checkbox"/> Sign language interpretation or other assistance with communication at interview | |

Please specify any other facilities which you would like to be made available on the day:

Arrangements if appointed

Please give below details of any adjustments which you may need to be able to carry out the duties of the job if appointed. If you prefer, we should be very happy to discuss this at interview.

12. REFERENCES

Give here details of two persons to whom reference may be made, one of whom should be your present or last employer and should be able to comment on you as a professional. Open testimonials and character references will not be accepted.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Fax:	Fax:

Email:	Email:
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13. INTERVIEW ARRANGEMENTS

Please indicate below any dates when you would not be able to attend for interview:

14. DECLARATION

I declare that all information submitted in this application form is true, that I have not canvassed any member or Governor of the school either directly or indirectly, in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a member or Governor of the school or failure to disclose any conviction of a criminal nature may disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice. I confirm that I have read the notes relating to convictions and spent convictions of a criminal nature.

I attach a letter of application in support of this form along the format prescribed in the Job Details supplied to me.

Date: **Signed:**

15. NOTES

- (a) When completed, this form should be addressed to the person and address identified in the job details/advertisement, to be received by the closing date expressed in the job details.
- (b) Canvassing, directly or indirectly, will lead to disqualification.
- (c) Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Service, and may then be required to undergo a medical examination.
- (d) Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions could result in dismissal or disciplinary action by school. The fact that a conviction has been recorded against you will not necessarily debar you from the consideration for this appointment.

The object of this Notice is not, in any way, to reflect upon applicants' integrity, but is necessary to protect the public and the school.

Please complete this form and leave it attached to your application form

(The form will be detached before your application is sent to the people involved in the selection process)

Department:

Post reference number:

Based at:

Application for the post of:

1) What is your ethnic group?

(a) White		(b) Mixed		(c) Asian	
<input type="checkbox"/>	British	<input type="checkbox"/>	White and Black	<input type="checkbox"/>	Indian
<input type="checkbox"/>	Irish	<input type="checkbox"/>	Caribbean White and Black African	<input type="checkbox"/>	Pakistani
<input type="checkbox"/>		<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Any other White background <i>(please write below)</i>	<input type="checkbox"/>	Any other mixed background <i>(please write below)</i>	<input type="checkbox"/>	Any other Asian Background <i>(please write below)</i>
(d) Black or Black British		(e) Chinese or other ethnic group			
<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	
<input type="checkbox"/>	African	<input type="checkbox"/>	Any other <i>(please write below)</i>	<input type="checkbox"/>	
<input type="checkbox"/>	Any other Black background <i>(please write below)</i>	<input type="checkbox"/>		<input type="checkbox"/>	

2) My sex is: Male Female

3) My date of birth is:

4) The Disability Discrimination Act 1995 defines disability as: ‘a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities’

I consider myself to be: Disabled Non Disabled

5) If you have ticked the box for disabled people do you envisage adjustments, special equipment or adaptations would be needed in order for you to carry out your duties?

6) Where did you see this vacancy advertised?

Surname:

Forename:

Signed:

Date: