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| Caedmon School Logo JPEG  **Job Application** | | | | | | | | | | | | |  | |
| Thank you for your interest in working for Caedmon Primary School.  Applicants are required to complete ALL parts of this form. If you need more space please attach a separate sheet(s). Please write your name, the job reference (if applicable) and job title on each additional sheet.  All of the information in this application form will be treated in the strictest confidence and in line with Data Protection Regulations. If you have not received an invitation to interview from us within three days of the closing date, you may assume that your application has not been successful. | | | | | | | | | | | | | | |
| **EQUAL OPPORTUNITIES STATEMENT** | | | | | | | | | | | | | | |
| The School will afford equal opportunity in all aspects of employment, irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership. | | | | | | | | | | | | | | |
| **JOB TITLE:** | | | | | | | | | | | | **REF NO:** | | |
| **SCHOOL:** | | | | | | | | | | | | | | |
| **PERSONAL** | | | | | | | | | | | | | | |
| Title: |  | | Surname/Family Name: | | | |  | | | | | | | |
| First Name: | |  | | | | | | | Middle Name(s): | |  | | | |
| Address: | |  | | | | | | | | | | | | |
| Postcode: | | | | | | | | | | | | | | |
| Telephone (Daytime): | | | |  | | (Evening): | | | |  | (Mobile): | | |  |
| Email address: | | |  | | | | | | | | | | | |
| Please tick this box to confirm you are happy for us to communicate with you using this email address: | | | | | | | | | | | | | | |
| Teacher Reference Number (if applicable): | | | | | | | |  | | | | | | |
| National Insurance Number: | | | | |  | | | | | | | | | |
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| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**  Please list any professional organisations of which you are a member which are relevant to the job for which you are applying. If you are not a member of a professional organisation please put ‘N/A’ in this part of the application. | |
| Professional Organisation | Subject/Level of Membership |
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| **CURRENT OR LAST EMPLOYER** | | | | | | | | | | | | |
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| Employer's Name: | | | |  | | | | Job Title: | |  | | |
| Address: |  | | | | | | | | | | | |
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|  | | | | | | | | | | | | |
| Postcode: | |  | | | Date Appointed: | |  | | | | Salary: |  |
| Notice Period: | | |  | | Date Left: |  | | | Reason for Leaving: | | |  |
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| Brief description of job duties and responsibilities: | | | | | | | | | | | | |

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| **CAREER HISTORY**  **EMPLOYMENT** | | | | |
| Name and address of employer(s) (Show most recent employment first) | Job Title, Salary & full time or part time hours | Dates | | Reason for leaving |
| From | To |
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| **EDUCATION** | | | | | | |
| Place of study | Dates | | Qualification/Subject | Level | Grade | Date achieved |
| From | To |
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| **HIGHER EDUCATION** | | | | | | |
| Place of study | Dates | | Qualification/Subject | Level | Grade | Date achieved |
| From | To |
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| **GAPS IN EMPLOYMENT**   |  | | --- | | Please account for any gaps in employment/education in this section: | | | | | | | |
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| **CONTINUING PROFESSIONAL DEVELOPMENT AND OTHER TRAINING COURSES**  Please give details of how you have kept your skills up-to-date and any other courses/qualifications or continuing professional development undertaken relevant to the job for which you are applying. | | | | | | |
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| **SKILLS, KNOWLEDGE AND EXPERIENCE**  Please tell us how you feel you meet ALL of the ‘**Essential’** criteria as detailed in the person specification for the role for which you are applying. If you also believe you meet some or all of the ‘**desirable’** criteria please explain why. Remember to include any experience you have gained in community or voluntary work as well as employment.  It is important to complete this section. Simply referring to your curriculum vitae is not acceptable. | | | | | | |
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| **REFERENCES**  Please provide two references, one of which should be from your present or most recent employer, preferably from a senior person with appropriate authority, not just a colleague. If you have not worked previously, please name someone as a referee who has known you for at least three years but is not a relative i.e. Headteacher, College Lecturer. If you do not provide full contact details, including contact telephone numbers and email addresses, for your referees, this may delay the recruitment/appointment process.  **If you are shortlisted for interview, referees will be contacted prior to interview in line with current safer recruitment statutory guidance.** | | | | | | | | | | | |
| **Reference 1:** | | | | | |  | |  | | |  |
| Name: | |  | | | | | | Job Title: |  | | |
| Organisation: | | | |  | | | | | | | |
| Address: | | |  | | | | | | | | |
|  | | | | | | | | Postcode: |  | | |
| Email: |  | | | | | | Telephone: | | |  | |
| Relationship to you: | | | | |  | | | | | | |
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| **Reference 2:** | | | | | |  | |  | | |  |
| Name: | |  | | | | | | Job Title: |  | | |
| Organisation: | | | |  | | | | | | | |
| Address: | | |  | | | | | | | | |
|  | | | | | | | | Postcode: |  | | |
| Email: |  | | | | | | Telephone: | | |  | |
| Relationship to you: | | | | |  | | | | | | |
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| **Relationships**  Do you have a relationship with an employee, Governor of the School? Yes  No  If YES, please state the person's name, position/job title and relationship:  …………………………………………………………………………………………………………………  Trying to influence employees or Headteacher/Governors in connection with this application, will disqualify you. |

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| **OTHER DETAILS** |
| Do you hold a UK Driving Licence? Yes  No |
| **Disability**  If you have a disability or impairment, do you require any reasonable adjustments to help you demonstrate your full potential in the recruitment process? If so, please give details:  …………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………. |
| **Right to Work in the UK**  As part of the recruitment process you will be required to provide evidence of your eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006:  Are you eligible to work in the UK? Yes  No |
| **Prohibition of Teachers (teaching positions only)**  Are you subject to a prohibition order/interim prohibition order issued by the Secretary of State that would prevent you from carrying out teaching work in schools, sixth form colleges and 16-19 academies?  Yes  No |
| **Criminal Record Check and Childcare Disqualification**  This post is subject to a disclosure and barring service (DBS) check which will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions excluding those defined as ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. A check will also be carried out against the Children’s / Adult’s Barred List if activities are ‘Regulated’ as defined by the Disclosure and Barring Service.  **Do you have a DBS certificate?**  Yes  No Date of check:  If you have lived or worked outside of the UK for longer than 6 months in the last 5 years you will be required to produce a Certificate of Good Conduct from the residing country(s).  You may also be subject to a Childcare Disqualification check in line with the Childcare Disqualification Regulations. |

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| **Declaration**  By submitting this application and any supplementary documents/evidence, I am agreeing that the information given is true and correct to the best of my knowledge and belief and I understand that any offer of employment will be made on this basis. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be subject to disciplinary action or dismissal. I give my permission for Caedmon Primary School to request references from the referees I have provided on this form.  I also understand that trying to influence employees or Headteacher/Governors/Trustees in connection with this application, will disqualify me.  I understand that any offer of employment is subject to satisfactory pre-employment checks including but not limited to: verification of ID; references; enhanced DBS with barred list check; medical clearance; right to work check; qualifications. | | | |
| **Signed:** | **………………………………………………..** | **Date:** | **………………………………………** |

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| **Protection of your Data/Information and Consent**  All of the information collected in this form is required in order to process your application for employment and it will be retained for recruitment, selection and employment related purposes. The information may be confidentially shared with administrative and management personnel involved directly with the recruitment process within the School and with associated HR and Payroll services outside of the School in the context of your employment application.  The School’s Data Officer is Nicola Stabler, contact number (01642) 453187 . You can contact them with any questions relating to our handling of your data.  Information on this form may be checked with the appropriate bodies to ensure accuracy i.e. referee’s, previous employment. If you have shared any personal data which falls into ‘special category data’ under GDPR (e.g. race, ethnicity, religion, health, sexual orientation) this will not be shared with any third party except where a legal obligation should arise.  This form and associated documents will be retained for the successful candidate, to form the basis of an employment record and stored safely and securely. Unsuccessful candidate’s application forms and supporting documents will be securely destroyed after a period of 6 months.  You have the right to withdraw your consent at any time and can do so by informing the School’s Data Officer that you wish to withdraw your consent.  For more information on how we use the data you have provided, please see the School’s Privacy Notice for Job Applicants. This is available on the school’s website.  I have read and consent to my personal data on this form being held and utilised by Caedmon Primary School School for recruitment, selection and employment related purposes.  **Signed: …………………………………………………… Date: ……………………………………..** |

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| **Please return the application form as instructed in the details of the advert for the job or to the address supplied with the application information.** |