**APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)**  
Please complete in black or dark blue ink. Type written applications are also acceptable.

**POST DETAILS**

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| Job Title: | **Your application should be returned to**  Rachael Simeone, Director of HR, South Craven School, Holme Lane, Cross Hills, KEIGHLEY, BD20 7RL  E-mail: [scs@southcraven.org](mailto:scs@southcraven.org)  Tel: 01535 632861 |
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**PERSONAL DETAILS**

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| □ Ms □ Mrs □ Miss □ Mr □ Other (Please state): | |
| Surname: | Previous Surname(s): |
| First Forename: | Other Forenames: |
| Home Address:  Post Code: | Address to which correspondence should be sent if not home address: |
| Daytime Telephone Number: | Evening Telephone Number: |
| Email Address: | |
| Do you hold a current driving licence? □ Yes □ No | |
| National Insurance Number: | |

**IMPORTANT NOTES –**

**Rehabilitation of Offenders Act (1974)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered ‘spent’ under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background. If you are the successful applicant you will be provided with a Disclosure and Barring Service application and consent form. Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

**Policy Statement**

South Craven School Academy Trust and its employees 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.

**EMPLOYMENT HISTORY**

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| **CURRENT OR MOST RECENT EMPLOYMENT** | |
| **POST TITLE:** | **EMPLOYER’S NAME AND ADDRESS:**  **(including LEA, name of school, type & group number, if applicable)**  **Telephone:**  **Email:** |
| **Dates from/to:** |
| **Salary or wage:** |
| **Allowances, or additional salary points:** |
| **If part-time please show weekly hours:** | **Length of notice or date able to commence:** |

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| **Brief description of duties:** |

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| **Reason for wishing to leave (please indicate if you do not intend to resign from your current post):** |

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| **PREVIOUS EMPLOYMENT** | | | | | |
| **EMPLOYERS NAME & ADDRESS**  **(inc LEA & type of school if applicable)** | **POSITION HELD**  **(if part time, show weekly hours)** | **SALARY/WAGE** | **DATES**  **From To** | | **REASON FOR LEAVING** |
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| **For Headteacher and Deputy Headteacher posts only:**  **Is your current school designated by Ofsted as requiring Special Measures or having Serious Weaknesses?**  **Yes** □ **No** □ |

**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 may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

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| **SCHOOL, COLLEGE OR UNIVERSITY** | **QUALIFICATIONS**  **Examination subjects, if applicable, indicate main/subsidiary subjects** | **RESULT GRADE OR CLASSIFICATION** | **HOW OBTAINED**  **(Full time, part time or correspondence)** | **PERIOD OF STUDY**    **From To** | |
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| **Applicants for teaching posts must provide the following information:**  **Date when qualified: Have you served an induction period? Yes** □ **No** □  **Were the 3 assessments: SATISFACTORY? FAILURE? Or subject to an EXTENSION? You may wish to provide brief details**  **1. 2. 3.**  **In which LEA(s)? Please give details:**  **Please state class and division of your degree: Honours: Yes** □ **No** □  **What age range have you been trained to teach?**  **Your teacher registration number: Name used when registered:**  **Are you GTC registered? Yes** □ **No** □ | | | | | |

**OTHER TRAINING**

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

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| **COURSE AND TRAINING DETAILS** | **RESULTS** | **WHERE OBTAINED** | **FULL TIME, PART TIME, RESIDENTIAL** | **DATES**  **From To** | |
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**ADDITIONAL INFORMATION**

**All applicants:** Use the space below to show you have the skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification. Please include details of home based work, work in the community or with voluntary groups and your leisure interests to support your application. You may use separate sheets if necessary.

**Applicants for teaching posts:** You are strongly advised to submit a separate personal statement in support of your application. This should give any additional relevant information, including details of your professional subject and leisure interests, and any skills and experience which may be useful in schools.

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**REFERENCES**

It is our policy to take up references for shortlisted candidates. Please give names and addresses of two referees, one of which should be your present or most recent employer. If you are known to your referee/s by a former name please supply the name by which you were known. If you have not previously been employed, give the name of someone who knows you well. Please do not give the name of a relative as a referee. Please note that we may seek references from additional former employees whose details have been given provided by you in support of your employment history and where your role included working with children or young people.

Any reference must include any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired and whether the applicant has been the subject of any child protection concerns and any outcomes. Please name at least one other referee. If you are not currently employed by an LEA or independent school please name two referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capabilities and performance.

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| **NAME OF REFEREE** | **STATUS OR JOB** | **ADDRESS FOR CONTACT** |
| **1.**  **Tel. No.:** |  | Email Address: |
| **2.**  **Tel. No.:** |  | Email Address: |
| **Please note that we will take up references prior to interview, unless you expressly request us not to do so.** | | |

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| *Under* ***GDPR regulations*** *please sign to confirm that permission has been agreed by all parties for us to store the above information with regards to your employment.* | |
| Signed: | Date: |

**DECLARATION Important Notes**



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

In accordance with the Immigration, Asylum and Nationality Act 2016, we will require 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 entitled to work in the UK.

**Safeguarding Vulnerable Groups Act (2006)**

The employer 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 ISA from working with or applying to work with children (and/or vulnerable adults if appropriate), or included on the ISA Children’s Barred List (or the ISA Adults Barred List if appropriate).

**Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered ‘spent’ under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background.

If you are the successful applicant you will be provided with an Enhanced Criminal Records Bureau disclosure, application and consent form. Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the Criminal Record Bureau.

**Data Protection Act (2018)**

Information from this application form may be held securely by South Craven School. The employers are

Registered under the Data Protection Act (2018); individuals have the right of access to personal data concerning them.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organizations or agencies in accordance with the Data Protection Act 2018.

**Disclosure**

A candidate for any appointment with the Governing Body must state below any known relationship to any member of the Governing Body or existing employees of the Governing Body 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.

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| **Are you related to any member of staff or Governor at South Craven School? Yes** □ **No** □  **If YES, give details:** |

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| **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 DISMISSAL.**  **Signed: Date:**  **ALL CANDIDATES APPLYING FOR EMPLOYMENT ONLINE OR VIA EMAIL WILL BE REQUIRED TO SIGN AND DATE THIS FORM IF INVITED TO ATTEND AN INTERVIEW.**  **How did you learn of this vacancy?** |

**DATA PROTECTION ACT (2018)**

Information from this application form may be held within the school. South Craven School is registered under the Data protection Act (2018). Individuals have the right of access to personal data concerning them.

**SOUTH CRAVEN SCHOOL**

**THE APPLICATION PROCESS – INFORMATION FOR CANDIDATES**

Thank you for enquiring about working in our school. We will be very pleased to receive your application and appreciate the amount of preparation time this involves. If you are invited for an interview we will endeavor to give candidates as much time as we can to explore the school and we involve a wide range of people in the final selection procedure. Short-listed candidates will receive details of the interview/selection procedure. Some teaching is normally included in the selection procedure for teaching posts and practical exercises for non-teaching posts.

As you would expect, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This commitment starts at the staff recruitment stage and it is most important that you read the information below **before** you make a start on your application.

**Completing the Application Form**

If you are looking at the vacancies on our website and are interested in applying for a job, please print off the job description, the personal specification, and the application form. Complete the application form in as much detail as possible, relating your information to the requirements outlined on the personal specification.

In the section on the application form headed “Previous Employment” start with your current or most recent employment and provide specific dates (at least month and year). Please complete this section for all periods of employment or voluntary work since leaving secondary school. **Please provide an explanation for periods when not in employment or training.**

When you have completed all sections of the form, sign the declaration and post or email the form to the school for the attention of Rachael Simeone, Director of HR. If posting a hard copy, you must send the original copy of the application form as we require your signature on the final declaration. If you have requested the information in email form or downloaded it from our website, you may return it electronically initially, but please post a signed copy as above, or bring a signed copy with you to interview, if you are short-listed. Please also note that it is wise to check that you have paid the correct postage when returning the application form – otherwise the form may not reach us by the closing date.

**References**

A major part of our commitment to safeguarding the welfare of the children in our care is the seeking of references in support of your application. You are asked to provide the names and contact details of 2 referees on the application form. **One of these must be your current or last employer.** Due to the nature of this post we are unable to accept ‘open’ references or references from relatives or from people solely in the capacity of friends. We may also contact a previous employer if that employment involved working with children or young people. If you are short-listed for this post, references will be sought prior to interview.

**Salary**

Where salaries are quoted in the advertisement they are actual salaries and have already been adjusted for part-time and/or term-time only working if appropriate. If minimum and maximum figures are shown they represent the actual salary scale range.

A copy of our Pay Policy is available on request.

In addition to salary we offer contributory membership to the Teachers’ or the Local Government Pension Scheme (subject to qualifying criteria); excellent sporting facilities, including a fitness suite; cashless catering facilities for staff as well as students to use in our dining hall in addition to the use of the ‘Hatch’ for light refreshments all at reasonable prices and a happy and supportive working atmosphere.

**Contact Details**

**We may wish to contact you via email, so please make sure that your email address is included on the application form, is readable, correct and that you check the contents of your in-box on a regular basis.** If you do not have an email address, please include your home telephone number and where possible your mobile number. Please include post codes on your address and those of your referees. Your co-operation in all these areas is greatly appreciated as it speeds up the recruitment process for both you and us.

**Short-listed Candidates and Identity Checks**

Candidates who have been short-listed for the advertised post will be notified no later than 10 working days after the closing date, by email or telephone. If you have not received a communication by this date, please assume that your application has been unsuccessful on this occasion and accept our thanks for the interest you have shown in our school.

If you are short-listed, you will be required to bring your evidence of identification. The only acceptable documents are listed on the attached sheet and include for example passport, birth certificate, driving licence or naturalization certificate. No other documents are acceptable.

And finally, we would like you to know that South Craven School premises and grounds are designated as no smoking areas.

If you have any queries or concerns before you make the application, please do not hesitate to contact us.

Good luck with your application.