Ryhope Infant School Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Incomplete application forms, such as full dates or details which are missing, will not be considered and supplementary CVs are not accepted as part of the recruitment process.

**Equal Opportunities and Monitoring**

The information requested in Part A of this form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The information requested in Part C, is used for checking convictions, and will not be seen by the shortlisting panel but will be seen by the interview panel if you are invited to interview. Part B is separated when we receive your application form, and given to the recruitment panel for shortlisting. This is done to reduce the possibility of unfair and unlawful discrimination.

**PART A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | |
| First Name/s |  | | | | | |
|  | | | | | | |
| Surname/Last Name |  | | NI Number | |  | |
|  | | | | | | |
| All Previous Names |  | | | | | |
|  | | | | | | |
| Address |  | | | | | |
|  | | | | | | |
|  | | | | Post Code | |  |
|  | | | | | | |
| Telephone No. (Home or mobile) | |  | | | | |
|  | | | | | | |
| Telephone No. (Work) - if convenient | |  | | | | |
|  | | | | | | |
| e-mail address | |  | | | | |

**Equal Opportunities Monitoring**

Gender: Male  Female  Transgender  Prefer not to say

Date of birth:

**Disability**

For the purpose of the Equality Act 2010 a person has a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability, long standing illness or infirmity? Yes  No

**Ethnic Origin/ Religious Belief/ Faith/Relationship Status/ Sexual Orientation**

Please tick one of the boxes below to best describe your ethnic origin, religious belief/faith, relationship status and sexual orientation. Please note that United Kingdom citizens can belong to any of the categories shown.

**White**

British

Irish

Any other white background

Please write in:

**Black or Black British**

Caribbean

African

Any other black background

Please write in:

**Chinese or other ethnic group**

Chinese

Gypsy/Roma/Traveller

Any other ethnic group

Please write in:

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background

Please write in:

**Relationship Status:**

Divorced/dissolved civil partnership

Married/In a civil partnership

Single

Widow/Widower

Prefer not to say

**Mixed**

White and Black

Caribbean White and Black

African White and Asian

Any other mixed background

Please write in:

**Sexual Orientation**

Heterosexual

Gay

Lesbian

Bisexual

Prefer not to say

**Religious Belief/Faith**

Christianity

Hinduism

Islam

Judaism

Sikhism

Buddhism  No Religion

Prefer not to say

Please write in:

**Are you responsible for caring for anyone?**

I am not responsible for caring for anyone

I care for children/a child

I care for another relative

Where did you see this job advertised?

Any other person please write in:

**PART B**

$

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Post Title: (same as first page) | | |  | | | | | | |
|  | | | | | | | | | |
| **Educational Achievements** | | | | | | | | | |
| Please include A-Level, Further/Higher Education and any other relevant study in chronological order. | | | | | | | | | |
| **Date** | **Educational Establishment**  (Name & Address) | | | | | **Qualification** | | **Subject & Grade** | |
|  |  | | | | |  | |  | |
|  | | | | | | | | | |
| Date recognised as a Qualified Teacher: | | | | |  | | | | |
| GTC / DfE Reference No. | | | | |  | | | | |
| If you qualified after 7th May 1999 please indicate whether your Induction Year is ongoing or completed: . | | | | | | | | |  |
|  | | | | | | | | | |
| **Present Job** | | | | | | | | | |
|  | | | | | | | | | |
| Name and type of school: | |  | | | | | | | |
|  | | | | | | | | | |
| LA: | |  | | | | | Title of Post: |  | |
|  | | | | | | | | | |
| Salary/Grade: | |  | | | | | Date Commenced: |  | |
|  | | | | | | | | | |
| To whom do you report (Job Title) | | | |  | | | | | |
|  | | | | | | | | | |
| What staff (if any) report to you | | | |  | | | | | |
|  | | | | | | | | | |
| Brief outline of duties (including responsibility, age range and subjects taught) | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |

1. In a school (please outline any relevant experience)

**Previous Employers**

(Most recent first - please account for any gaps in education or employment, career breaks or other full-time commitments in section (a) and/or (b)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LA** | **Name and Type of**  **School** | **Title of Post** (including responsibility, age range and subjects taught) | **Grade/Salary**  **Range**  (if applicable) | **Date of Employment** From To | **Reason for**  **Leaving** |
|  |  |  |  |  |  |

(b) Other

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer** | **Nature of employment, post held and main responsibilities** | **Date of Employment**  From To | **Reason for Leaving** |
|  |  |  |  |

**Professional Development**

Please detail below the commitment to professional development within your career that is relevant to your application for this post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Subject/Focus** | **Provider/Course Organiser** | **Duration** |
|  |  |  |  |

**References**

Please supply the names and contact details of the two referees who can comment on your suitability for this position. One should be your current or most recent employer. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.

Name:

Organisation:

Position:

Relationship to you:

Address:

Email:

Tel:

Name:

Organisation:

Position:

Relationship to you:

Address:

Email:

Tel:

**Reference 2**

**Reference 1**

Please note that we will contact the above referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

**How you meet the essential requirements**

Please state clearly how you meet all of the essential requirements listed on the Person Specification. Please see the attached Information to Candidate sheets for advice on how best to complete this section

Please continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Absence from Work/Education** | | | |
| How many days sickness absence from work or education have you had in the last two years? | | | |
|  | | | |
|  | | | |
| **Disability - Reasonable Adjustments** | | | |
| Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? If yes, please give details | | | |
|  | | | |
|  | | | |
| **Declaration of Relationship** | | | |
| If you have any relationship with any Governor or employee of the Academy, please state the name(s) and nature of the relationship(s). | | | |
|  | | | |
|  | | | |
| **Declaration** | | | |
| I confirm that all of the information given on this application form is correct and complete. | | | |
| Signed: |  | Date: |  |
| **Note:** If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview. | | | |

**PART C**

|  |  |  |  |
| --- | --- | --- | --- |
| **Confidential Information** | | | |
| The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, because it involves access to children. Therefore, you are required to provide details of all convictions in the box below**, even if they are classified as ‘spent’**. If you are successful in the recruitment process, the Academy will then obtain a disclosure from the Disclosure and Barring Service about you, irrespective of whether you tick Yes or No. This will be discussed with you during the selection process. The information gained will be used by the Academy to check your suitability for the post. This form will not be used for shortlisting, however it will be made available to the interview panel if you are shortlisted. | | | |
| **Do you have a prosecution pending, or have you ever been convicted at a Court or been cautioned by the Police, for any offences, including those classified as ‘spent’ under the Rehabilitation of Offenders Act 1974?** | Yes  No | | |
| If yes, please provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence. Please continue on another sheet if necessary. |  | | |
| I confirm that the information that I have given in this box is true, correct, complete and up-to-date. | | | |
| **Signed** |  | **Date** |  |
| **Please list any name other than the one you are currently using, that you have ever been known by** (please include any maiden names)**.** |  | | |
| **Note:** If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview. | | | |
| **Note:** Should you fail to disclose any conviction above, and the Disclosure and Barring Service disclosure confirms that you have any prosecution pending, or that you have been convicted at a Court, or cautioned by the Police for any criminal offence, or that there are any other matters causing the Academy to reasonably conclude that you may be unsuitable for the post, then you will be disqualified from appointment. If already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice. | | | |

**Guidance Notes**

Thank you for applying for a job with us. Ryhope Infant School Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. This information is to help you to understand how the application process works and how best to fill in your application form.

When we receive application forms the Equality and Diversity Monitoring information is used to check for convictions but will not be used during the shortlisting process. The information will be given to the interview panel if you are shortlisted. During the shortlisting process the information on your application form will be compared with the criteria on the Person Specification. Applicants that best meet the criteria will be invited for interview. References are requested from referees using the details provided and may be referred to during the interview in line with Safer Recruitment practices.

**About the information you have received**

* Job Description: Outlines the purpose of the job and the main duties involved.
* Person Specification: Lists the essential criteria an applicant needs to meet. It is this document that applicants are measured against during recruitment.
* An Application Form: A standard form on which we collect information about you. We use this instead of a C.V., to be more consistent.

**What do we value on Application Forms?**

We are only looking for the things we have listed on the Person Specification. We strongly value the achievement of, and progress towards, academic, professional and vocational qualifications.

We also believe, however, that there are extremely talented people in the jobs market. People who, for one reason or another, have not developed their skills and abilities through an academic route and gained a qualification. So we also value other things such as previous job experience, research projects or personal study, work placements, voluntary work, social experience or personal life experience. However, for some jobs at the school, a professional qualification is essential. In this case, we will ask for the relevant qualification, (e.g. a teacher must have a nationally recognised Teaching Qualification). You will be asked to provide certificates to verify your qualifications.

**How to best fill in your Application form**

The panel are looking for those candidates who can give real examples of how they meet the essential criteria on the Person Specification. It is quality, not quantity that is important. We only want information on the application form and therefore C.V.’s will not be considered. Here are some helpful hints when completing the form, and remember to have the Person Specification at hand throughout:

* Use a spare sheet of paper to make notes first.
* Prepare answers to all questions but leave the ‘How you meet the essential requirements’ until last. Most candidates find this the hardest part to complete.
* If a box is not relevant to your personal circumstances, mark it ‘not applicable’.
* Give details of your employment history. If you have a gap in your employment, you are required to given an explanation for this.
* Give details of any referees who we can ask for information about you. (We only ask for factual information, not that person’s opinion about you). If you are employed, include details of your current employer. If you are unemployed, you must give details of a previous employer. If you have never been employed, please give details of a school, college or university tutor, or put a line through the box.
* Now focus on the ‘How you meet the essential requirements’. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence and may disadvantage you at the short-listing stage. Remember you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc. Why not ask your friends or colleagues about times when you have used these skills.
* Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish. Remember – Quality over Quantity.

**How we acknowledge receipt of your Application Form**

We do not write back to every candidate who submits an Application Form to us. Any applicants not invited for interview should assume that their application has been unsuccessful. We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

**Access to Employment for Disabled People**

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

**Data Protection**

The information you provide on the application form will be used to assess your suitability for the post, and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

Personal information that you provide in the Equality and Diversity Monitoring section of the form will only be used for the purpose of equal opportunities monitoring and statistical analysis. This helps us to continually improve our equal opportunities policies and practices.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.

**Any other questions**

If you have any questions or comments about any aspect of the recruitment process, please contact the Headteacher.