Thank you for requesting an application form for a vacancy with this school. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes.

Please note CVs will only be accepted alongside a completed application form. Please complete the form in its entirety and do not rely on the content of your CV to answer questions asked on the application form. All sections of the form must be completed. Late applications will not normally be considered.

Cramlington Village Primary School is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced Disclosure Barring Service check.

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

Please enclose a personal statement of no more than two sides of A4 and send the completed form with this application form to **recruitment@villageprimary.org**

|  |  |
| --- | --- |
| Vacancy Job Title |  |

**Part 1**

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| All forenames |  |
| Surname |  |
| All previous surnames |  |
| Title |  |
| Current Address |  |
|  |  |
|  |  |
| Postcode |  |
| Resident at this address since [date] |  |
| Home telephone number |  |
| Mobile telephone number |  |
| Email address |  |
| National Insurance number |  |
| DfE reference number (if applicable) |  |
| Do you have qualified Teacher Status? |  |
| Are you registered with the General Teaching Council? |  |
| Are you subject to any legal restrictions in respect of your employment in the UK? |  |
| Do you require a work permit? |  |
| Are you related to or have a close personal relationship with any pupil, employee, or governor? |  |
| Salary - Present scale – Present spinal point |  |

**2. PRESENT / LAST APPOINTMENT**

|  |  |
| --- | --- |
| Name and address of employer |  |
| Telephone number |  |
| Job title |  |
| Date appointed to current post |  |
| Current salary |  |
| Date available to begin new job |  |
| Brief description of duties |  |
| Reason for leaving |  |

**3. 10 YEAR EMPLOYMENT HISTORY / RELEVENT EXPERIENCES (PAID OR UNPAID)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job title or position | Name and address of employers/ organisation | Nature of activity | Achievementor experience gained | Dates | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**4. GAPS IN EMPLOYMENT OR TRAINING:**

|  |  |  |
| --- | --- | --- |
| From | To | Reason for gap |
|  |  |  |
|  |  |  |
|  |  |  |

Please continue on an additional sheet if necessary

**5. DETAILS OF SECONDARY EDUCATION**

|  |  |  |
| --- | --- | --- |
| Educational institution/college/  university | Dates | Exams passed and qualifications gained including NVQs  (please include grades and dates attained) |
|  |  |  |

**6. DEGREES OR PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification  (e.g. BA, BEd) | University/college | Subject(s) | Class of degree | Date awarded |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**7. POSTGRADUATE QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification (eg. MA, PGCE) | University/college | Subject(s) | Class of degree / date Awarded |
|  |  |  |  |
|  |  |  |  |

**8. RECENT PROFESSIONAL DEVELOPMENT (NON-AWARD BEARING)**

|  |
| --- |
|  |

**9. PROFESSIONAL COURSES ATTENDED**

Please list relevant courses attended in the past three years.

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising Body | Date(s) | Duration |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**10. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

**PART 2 Internal Ref. No.\_\_\_\_\_\_\_**

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

**11. REFEREES**

Please give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. References will not be accepted from relatives or from people writing solely in the capacity of friends. It is this school’s practice to take up references for short-listed applicants prior to interview unless you request otherwise

**First referee**

|  |  |
| --- | --- |
| Title and Name |  |
| Address and post code |  |
|  |  |
| Telephone number |  |
| Email address |  |
| Job Title |  |
| Relationship to applicant |  |

**Second referee**

|  |  |
| --- | --- |
| Title and Name |  |
| Address and post code |  |
|  |  |
| Telephone number |  |
| Email address |  |
| Job Title |  |
| Relationship to applicant |  |

**12. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BINDOVERS**

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You must therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have ANY convictions, cautions or reprimands, warnings or bind-overs?

Please mark the relevant box

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory CRB clearance. A copy of this notice will be sent to your referees.

**13. ELIGIBILITY TO WORK IN THE UK**

|  |
| --- |
| Are you eligible to work in the United Kingdom and are you able to provide proof of this?  Yes No  The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file |

**14. RELATIONSHIPS**

|  |
| --- |
| Are you in any way related to or have a personal relationship with or an employee or governor of the school?  Yes No  If ‘Yes’ please give details below:  Name:  Relationship: Job title:  Soliciting support or information, which may be deemed to offer an unfair advantage in connection with this appointment, will disqualify your application. |
|  |

**15. DISCIPLINARY ACTION**

|  |
| --- |
| Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?  Yes No |
| If ‘yes’ please give brief details below or on an additional sheet if necessary |

**16. EQUAL OPPORTUNITIES MONITORING**

Cramlington Village Primary School is committed to the promotion of equality of opportunity in its employment policies, practices and procedures. To make this meaningful we need to monitor the effectiveness of our policies, by analysing statistical information. The information requested below is used for statistical purposes only. This information is not used to inform decisions about individuals. The data is gathered and used, for instance, to record percentages of different groups (e.g. to benchmark against community profiles) and indicate if particular groups are being treated differently. The monitoring of statistical data will help us to ensure we are effectively promoting and operating equal opportunities and anti-discriminatory practice in our employment policies and procedures. All information is held securely and confidentially. We ask you to sign this form at the end to show that you understand that we will retain the information and what it will be used for.

*Explanatory notes:*

Ethnic Origin

The ethnic origin categories the same as those used in the population census in 2001. They are recommended by the Equality and Human Rights Commission is the basis for reporting statutory performance indicators.

Disability

The definition of disability under the Equalities Act 2010 states that “a person has a disability for the purposes of this Act if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.

|  |  |  |
| --- | --- | --- |
| **General information** | | |
| Title |  | |
| First name(s) |  | |
| Surname |  | |
| Please indicate which staff group you work in: | | (Please tick) |
| Leadership group | |  |
| Teachers | |  |
| Teaching assistants | |  |
| Support staff | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender** | | | |
| Classification | (tick) |  | (tick) |
| Male |  | Female |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Age** | | | | | | | |
|  | (tick) |  | (tick) |  | (tick) |  | (tick) |
| 16 to 19 |  | 30 to 39 |  | 50 to 59 |  | 65 + |  |
| 20 to 29 |  | 40 to 49 |  | 60 to 64 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disability - do you consider yourself to have a disability?** | | | |
|  | (tick) |  | (tick) |
| Yes |  | No |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Is there anyone who relies on you for day-to-day care and attention?** | | | | | | | |
|  | | | (tick) |  | | | (tick) |
| Yes | | |  | No | | |  |
| If YES, please tick as appropriate: | | | | | | | |
|  | | (tick) |  | | (tick) |  | (tick) |
| Children | Age 0 to 6 |  | Age 6 to 11 | |  | Age 12 to 16 |  |
| Other dependant or person to whom you are a carer | |  |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnicity – how would you best describe your ethnic origin?** | | | |
| Classification | | Code | (tick) |
| White | British (i.e. English/Scottish/Welsh) | WB |  |
| Irish | WI |  |
| Any other White background\* | WO |  |
| Mixed | White and Black Caribbean | MC |  |
| White and Black African | MB |  |
| White and Asian | MA |  |
| Any other Mixed background\* | MO |  |
| Asian or Asian British | Indian | I |  |
| Pakistani | P |  |
| Bangladeshi | B |  |
| Any other Asian background\* | AO |  |
| Black or Black British | Caribbean | BC |  |
| African | BA |  |
| Any other Black background\* | BO |  |
| Chinese | Chinese | C |  |
| \*Other ethnic group | Please state: | OE |  |

**17. DECLARATION**

I confirm the above information is correct. I confirm that I understand how the information provided will be retained and what it will be used for. I understand that the information on this form will be treated in the strictest confidence.

Name ………………………………………………………………………………………………………

Signed……………………………………………..… Date ……………………………………..

Thank you for taking the time to complete this form. Please return it to **The Principal, Cramlington Village Primary School, Bowmont Drive, Eastfield Vale, Cramlington, Northumberland NE23 2SN**