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Description automatically generated**Spring Vale Primary School**

**Kenilworth Crescent, Parkfields, Wolverhampton, WV4 6SD**

**Tel No: 01902 556589 Fax No: 01902 556590**

**Email: springvaleprimaryschool@wolverhampton.gov.uk**

JOB APPLICATION FORM - STANDARD

See ‘Guidance’ section for completing this form

Job Title: Click or tap here to enter text. Job Reference: Click or tap here to enter text.

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| **Guaranteed Interview for People with Disabilities** |  | |
| Do you consider yourself to be a disabled person? | Yes | No |
| Do you require any support or adjustments to enable you to take part in the selection process for this job? | Yes | No |
| If so, please give details Click or tap here to enter text. | | |
| Only disabled candidates who meet all the essential criteria on the person specification are guaranteed an interview. | | |

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| **Personal Details** | Date of Birth: Click or tap here to enter text. |
| Full Name: Click or tap here to enter text. | (must be provided for any post working with children) |
| Mr/Mrs/Ms/Miss Click or tap here to enter text. | Home Tel Number: Click or tap here to enter text. |
| Address Click or tap here to enter text. | Mobile Number: Click or tap here to enter text. |
| Email Address: Click or tap here to enter text. |
| Postcode: Click or tap here to enter text. | National Insurance Number: Click or tap here to enter text. |

**3. Education/Training/Qualifications (to be verified at interview)** *Continue on a separate sheet if necessary*

Are you currently a member of any professional bodies: Yes  No

If yes, please state name of body: Click or tap here to enter text.

Level of membership attained: Click or tap here to enter text.

Are you registered for CPD (Continuous Professional Development)? Yes  No

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| School/College/  University/Placement | Dates From | Dates To | Courses Taken/  Qualifications | Grade | Date |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  |

1. **Present Employment**

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| Name and Address of Present Employer  Click or tap here to enter text. | Job Title Click or tap here to enter text. |
| Gross Salary/Wage Click or tap here to enter text. |
| Date of Appointment Click or tap here to enter text. |
| Notice Required Click or tap here to enter text. |
| Brief Details of Duties and Responsibilities  Click or tap here to enter text. | |

**5. Past Employment (most recent first)**

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. **For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for.** Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

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| Name and Address of Past Employers | Position Held | Dates From | Dates To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

6. **Relevant Training Courses Attended**

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| Organising Body | Courses Details | Dates From | Dates To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **7. Further information**  **Posts which involve driving:**  Have you got a full/current driving licence? Yes  No  If obtained, please state category of your LGV/PCV licence Click or tap here to enter text. |

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| **8. Pension**  If you are in receipt of a pension, gaining employment may affect your eligibility to receive your payments at the full amount. Please check with your pension provider before submitting this application form. |

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| **9. Relationships**  Are you related to any member of the governing body/school? Yes  No  If yes, please state who Click or tap here to enter text. |

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| **10. Eligibility to work in the UK**  We are legally obliged to ask you to provide evidence of your right to live and work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate and National Insurance Number to confirm this.  (Further details are available from the UK Boarder Agency website)  Are you able to immediately legally work in the UK? Yes  No  To legally work in the UK, do you require a visa or work permit? Yes  No |

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| **11. Disclosure & Barring Service**  In the event of a successful application where this post meets the definition of Regulated Activity (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked. You must disclose details of all unfiltered reprimands, formal warnings, cautions and convictions as these will be disclosed by the DBS. Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered. Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application. |

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| 12. **References**  To comply with Keeping Children Safe in Education, we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.  Please advise if you do not want us to take up references at this stage and provide reasons.  Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history, then please provide a character/personal reference. This should not be a friend or a family member.   |  |  | | --- | --- | | Present/most recent employer: Click or tap here to enter text.  Name: Click or tap here to enter text.  Job Title: Click or tap here to enter text.  Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text.  Telephone Number: Click or tap here to enter text.  Work Email: Click or tap here to enter text.  Status/Relationship to you: Click or tap here to enter text.  Please tick this box if you prefer us not to  contact this referee prior to interview | Previous employer: Click or tap here to enter text.  *(if not employment history, use teacher or similar)*  Name: Click or tap here to enter text.  Job Title: Click or tap here to enter text.  Address: Click or tap here to enter text.  Postcode: Click or tap here to enter text.  Telephone Number: Click or tap here to enter text.  Work Email: Click or tap here to enter text.  Status/Relationship to you: Click or tap here to enter text.  Please tick this box if you prefer us not to  contact this referee prior to interview |   We reserve the right to take up references with any previous employer.  Notes: (i) Referees will be contacted before interviews unless otherwise requested  (ii) If any of your referees knew you by any other name, please put the name here: Click or tap here to enter text. |

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| 13. **Declaration**  I hereby consent to the recruiting organisation processing and retaining my personal data contacted within this application form for recruitment, selection and employment related purposes in relation to this application only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. 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 dismissed.  **Complete this section only if completing the form by hand.**  (If completing the form electronically you will be asked to sign the form if selected for interview).  I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.  Signature: Date:  Once you have completed the application form along with the recruitment monitoring form, please return to Mrs Nikki Wynne at [springvaleprimaryschool@wolverhampton.gov.uk](mailto:springvaleprimaryschool@wolverhampton.gov.uk) or post it to Spring Vale Primary School, Kenilworth Crescent, Parkfields, Wolverhampton, WV4 6SD. |

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| **14. Personal Statement**  (To assess your suitability for the position, based on the personal specification and job description, please provide supporting information and examples from your personal, education or work/career demonstrating your skills and experience).  Click or tap here to enter text. |

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| **Guidance completing your application form**All sections of the application form must be completed. Incomplete applications will not be accepted. The application must then be forwarded to the School.Use black ink or type (alternative formats, such as CVs or taped applications are acceptable if you have a disability which prevents you from completing the standard application form).Write your initial and surname on any additional sheets and clip them to your application form.Return your completed application form to the address shown on the front of this form by the stated closing date.**Tips for completing Personal Statement**The decision to select you for interview will be based on how closely you meet the essential criteria shown on the Personnel Specification. Use this as a guide to what skills and experience you need to have. These may have been gained from paid work, voluntary or leisure activities, work in the home, training and education. If you feel you meet any of the desirable criteria, highlight these too.You might find it helpful to do a rough draft first.Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.Accurate spelling, punctuation and grammar help to make a good impression.Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.**Recruitment Monitoring Form**The information you provide on the Recruitment Monitoring Form is CONFIDENTIAL and will NOT BE SEEN by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes ONLY, in order to measure the effectiveness of the CLPT equal opportunities and recruitment policies. We look forward to receiving your application.**Rehabilitation of Offenders Act 1974**All posts will be subject to an enhanced criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including ‘spent convictions’ under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001. Failure to disclose information concerning such convictions in you application for this post may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The Academy also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.**Data Protection Act 2018**Spring Vale Primary will use the information on this form to process your job application with. This will remain confidential and protected. The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called ‘data protection principles’. Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. To apply to see a copy of the information held by Spring Vale Primary please write to James Plant Data Protection Officer at Services 4 Schools Waterloo House, 4 Waterloo Road, Wolverhampton, WV1 4BL, [james.plant@services4schools.org.uk.](mailto:james.plant@services4schools.org.uk)We may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process.Please tick the following box if you do not agree to your data being used for this purpose. Full information regarding GDPR can be found at [www.gov.uk/data-protection](http://www.gov.uk/data-protection)Last revision: January 2023 |

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| **Recruitment Monitoring Form**This section forms an integral part of the application form and must be completed in full and accurately.This form is confidential and will not be seen by the selection panel. The information provided on this tear-off slip will be used by the Council only to monitor the effectiveness of its equal opportunities and recruitment policies and will be used only as part of aggregated statistics. Please complete the following boxes as appropriate (use black pen if completing by hand). | |
| **Ethnic Group**  To which ethnic group would you say you belong?  Mark one box only please.  **White**  British  01  Irish  02  Any other White background  09  **Mixed**  White and Black Caribbean  10  White and Black African  11  White and Asian  12  Any other Mixed background  19  **Asian or Asian British**  Indian  20  Pakistani  21  Bangladeshi  22  Any other Asian background  29  **Black or Black British**  Caribbean  30  African  31  Any other Black background  39  **Chinese or Other Ethnic Group**  Chinese  40  Any other ethnic group  49  Prefer not to say | **Sex**  Which pronouns best reflect your identity?  She/her  He/him  They/their  Prefer not to say |
| **Disability**  Do you consider yourself to be a disabled person?  Yes  No |
| Postcode Click or tap here to enter text. |
| Vacancy (mark only one)  I became aware of this vacancy through:  Advert/Newspaper  Express & Star  Indeed  National Press (TES)  Other specialist publication\*  Teacher Vacancies (DfE)  University  Website (council)  Website (other)\*  \* Please specify publication / website  Click or tap here to enter text. |

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| **For Office Use Only**  Shortlisted  Appointed | **Present Employment Situation**  Are you currently employed by Spring Vale Primary?  Yes  No |