**Application for Employment**

**If you have any queries when completing this form, please contact the School Director, Elaine Simmons on 01926 958227 or email her on** [**elaine.simmons@northleigh.co.uk**](mailto:elaine.simmons@northleigh.co.uk)

|  |  |
| --- | --- |
| **Job Title** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | |
| **Full Name** |  | | | | |
| **Address** |  | | | | |
|  | | | | **Postcode** |  |
| **Telephone numbers** | **Daytime** | | **Evening** | **Mobile** | |
|  | |  |  | |
| **Email address** | |  | | | |
| **NI number** | |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you currently, or have you previously been, employed by this organisation?** | | | | **YES/NO** |
| **If ‘YES’, please provide ‘from’ and ‘to’ dates and reasons for leaving (if applicable)** | | | | |
| **Date from** |  | **Date to** |  | |
| **Reason for leaving, (if applicable)** | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you related to a Councillor, Trustee or employee of this organisation?** | | | | **YES/NO** |
| **If ‘YES’, please provide details** | | | | |
| **Name** |  | **Relationship to you** |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Present or Most Recent Employment** | | | | | | | | | |
| **Employer Name** | | |  | | | | | | |
| **Full Address** | | |  | | | | | | |
|  | | |  | | | | | | |
| **Telephone No.** | | |  | | | | | | |
| **Job Title** | | |  | | | | | **Salary** |  |
| **Date from** |  | | | | **Date to** |  | **Notice period** | |  |
| **Reason for leaving** | | | |  | | | | | |
| **Please provide brief details of duties and responsibilities** | |  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment History** | | | |
| **It is essential to include details of ALL employment, including any breaks in employment history and the reason for the break. References may be sought from your previous employers: please indicate if you wish to be consulted before they are approached.** | | | **YES/NO** |
| **Name/Address/Tel No. of Employer** | **Dates**  **(From/To)** | **Job Title and Salary** | **Reason for leaving** |
|  |  |  |  |

***Please continue on a separate sheet if necessary***

|  |  |  |
| --- | --- | --- |
| **Relevant Qualifications and Education** | | |
| **Relevant Qualification** | **Result/Grade** | **Date Obtained** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Relevant Training** | | |
| **Date** | **Course Title** | **Organising Body** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership of Relevant Professional Bodies** | | | |
| **Name of Professional Body** | **Type of Membership** | **Date of Membership** | **Membership Number** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Job Share** | |
| **Please say if you wish to be considered for this position on a job share basis. All applications for job share will be considered on their merit.** | **YES/NO** |

|  |
| --- |
| **Relevant Skills and Experience** |
| **Please demonstrate here how you meet the criteria on the person specification. You can include experience or knowledge you have gained through paid or unpaid work. This statement will be used to assess whether you will be invited to interview.** |
|  |

***Please continue on a separate sheet if necessary***

|  |
| --- |
| **References** |
| **Please provide details of two referees, one of whom must be your current or most recent employer. Family members may not be used as referees. Any offer of employment will be subject to references which are satisfactory for our purposes.** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **First Reference (current or most recent employer)** | | | | | | | |
| **Do you wish to be consulted before this referee is approached?** | | | | **YES/NO** | | | |
| **Referee name** |  | **Job Title** |  | | | | |
| **Organisation** |  | | | | | | |
| **Address** |  | | | | | | |
| **Telephone No** |  | | | | | | |
| **email address** |  | | | | | | |
| **Second Reference** | | | | | | | |
| **Do you wish to be consulted before this referee is approached?** | | | | | **YES/NO** | | |
| **Referee name** |  | **Job Title** |  | | | | |
| **Organisation** |  | | | | | | |
| **Address** |  | | | | | | |
| **Telephone No** |  | | | | | | |
| **email address** |  | | | | | | |
| **Have you ever been known to any Children’s Services department as being a risk or potential risk to children or young people?** | | | | | | **YES / NO** |
| **Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or young people?** | | | | | | **YES / NO** |

|  |  |
| --- | --- |
| **Rehabilitation of Offenders** | |
| **This post involves working with children, vulnerable adults or is a position of trust and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, reprimands, final warnings and convictions, including ‘spent’ convictions. Any failure to disclose such information could result in disciplinary action or dismissal by Northleigh House School.**  **The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.** | |
| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If yes, please give full details below.** | **YES/NO** |
|  | |
| **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**  **If yes, please give full details below.** | **YES/NO** |
|  | |

|  |  |
| --- | --- |
| **YES/NO** | **Do you agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or dismissal may result, if relevant information is not disclosed?** |
| **YES/NO** | **Do you agree to inform the Chair of Trustee or School Director within 24 hours if I am subsequently investigated by an agency or organisation in relation to concerns about my behaviour towards children or young people.** |

|  |  |
| --- | --- |
| **Declaration** | |
| **I confirm that the information contained in this application is, to the best of my knowledge, correct. I understand that my application may be rejected or that I may be dismissed, without notice, for withholding or giving false information.**  **I give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 2018 and subsequent legislation.**  **I also confirm that I know of no reason(s) or no ground(s) of mental or physical health that would prevent me from being able to discharge the responsibilities required by the post.** | |
| **Signed** | **Date** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Recruitment Monitoring Form**  **This organisation is committed to equal opportunities in employment and service delivery, and the following information is, therefore, required to help us ensure that our services are accessible to all. This information will be treated as confidential and will not be viewed by the selection panel during the selection process.** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Job Title** | | | | | | | |  | | | | | | | | | |
| **Where did you hear about this vacancy?** | | | | | | | |  | | | | | | | | | |
| **Personal Details** | | | | | | | | | | | | | | | | | |
| **Title *Mr/Mrs/Miss/Ms/Other*** | | | | |  | | | | **If other, please state** | | | | | | |  | |
| **First Name** |  | | | | | **Other Names** | | | | | |  | | | | | |
| **Surname** |  | | | | | | **Previous Surname** | | | | | |  | | | | |
| **Gender** | **Male** | | |  | | | | | | | **Female** | | | |  | | |
| **Place of Birth** | |  | | | | | | | | **Date of Birth** | | | |  | | | |
| **Full Postal Address** | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Ethnic Origin (*Please tick)*** | | | | | | | | | | | | | | | | | |
| **I would describe my Ethnic Origin as:** | | | | | | | | | | | | | | | | | |
| **WHITE** | | | | | | | | **Welsh/English/Scottish/Northern Irish/British Irish** | | | | | | | | |  |
| **Irish** | | | | | | | | |  |
| **Gypsy or Irish Traveller** | | | | | | | | |  |
| **Any Other White Background** | | | | | | | | |  |
| **MIXED or MULTIPLE ETHNIC GROUPS** | | | | | | | | **White and Black Caribbean** | | | | | | | | |  |
| **White and Black African** | | | | | | | | |  |
| **White and Asian** | | | | | | | | |  |
| **Any Other Mixed Background** | | | | | | | | |  |
| **ASIAN or ASIAN BRITISH** | | | | | | | | **Indian** | | | | | | | | |  |
| **Pakistani** | | | | | | | | |  |
| **Bangladeshi** | | | | | | | | |  |
| **Chinese** | | | | | | | | |  |
| **Any other Asian Background** | | | | | | | | |  |
| **Chinese** | | | | | | | | |  |
| **BLACK or BLACK BRITISH** | | | | | | | | **Caribbean** | | | | | | | | |  |
| **African** | | | | | | | | |  |
| **Any Other Black Background** | | | | | | | | |  |
| **OTHER ETHNIC GROUP** | | | | | | | | **Arab** | | | | | | | | |  |
| **Any Other Ethnic Group** | | | | | | | | |  |
| **PREFER NOT TO SAY** | | | | | | | |  | | | | | | | | |  |