

APPLICATION

FOR A

NON-TEACHING POST

**DBS Enhanced Disclosure Required**

Thank you for your interest in working with us. With this form are the Job Description, Person Specification and other documents relevant to the post. Please complete this form and return it by email to lbraznell@moatfarm-jun.sandwell.sch.uk For an informal conversation with Laura Braznell, Business Director, please telephone the school on 0121 552 1215.

A large print application form is available upon request and if you cannot complete the form because of disability, you may apply on audio cassette or contact us. Please note that CVs cannot be accepted.

|  |
| --- |
| VACANCY DETAILS – Please write or type in black ink |
|  |
| Job Title of Post Applied For:  |  |
|  |
|  |  |
|  |
| Job Reference Number: |

|  |
| --- |
| YOUR DETAILS  |
|  |
| Surname: |  | Title:  | Previous Surname:  |
|  |
| Forenames: |  | Preferred Name: |  |
|  |
| Have you ever been known by any other name? If yes, please give details: |
| Home Address: |  |
| Town:  |
| County:  |
| Country:  | Postcode:  |  |
|  |
| Telephone number: |  | Mobile Number: |  |
|  |
| e-mail address:  |
|  |
| Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter? |
| Yes |  | No |  |
|  |  |  |
| Date of Birth: |  |  |
|  |
| National Insurance No:  |  |  |  |  |
|  |
| Are you currently an employee of Moat Farm Junior School Trust? Yes No  |
|  |
| If yes, please state your employee reference number: |
|  |
| Have you previously worked for Moat Farm Junior School Trust? Yes No  |
|  |
| If yes, what was your reason for leaving? |
|  |
| Are you applying for this job as a job sharer? Yes No  |
| PRESENT/MOST RECENT EMPLOYMENT DETAILS |
|  |
| Name of Employer and LA: |  |
|  |
| Address: |  |
|  |
| Tel No. |
|   |
| Job Title:  |  |  |  |
|  |  |  |  |
| Date Employment Began:  |  | Ended:  |  |
|  |
| Post Held: |  |   |  |
| Name of School/College/Service:  |   |
| Age range taught: Nos on Roll:  |
|  |
| Notice Period / available to start:  |
|  |  |

|  |
| --- |
| CURRENT SALARY DETAILS  |
|  |
| Present Salary:  |
|  |
| Grade: Point:  |
|  |
| Other Allowances (Please specify): |
|  |
|  |
|   |

|  |
| --- |
| **PLEASE GIVE DETAILS OF DUTIES AND RESPONSIBILITIES OF YOUR PRESENT OR MOST RECENT POST** |
|  |
| Your reason for leaving? |

|  |
| --- |
| **PENSION SCHEME**  |
| Please confirm whether you currently contribute to the Local Government Pension Scheme. | Yes No |

|  |
| --- |
| **DETAILS OF EDUCATION AND TRAINING** Successful applicants will be required to provide proof of qualification |
| School/College/UniversityAttended since 11(earliest first) | Dates Attended | Examinations Taken Including Date and Awarding Body | Pass or Fail Inc. grade | Part-time / Full-time |
|  |  |  |  |  |

|  |
| --- |
| OTHER RELEVANT TRAINING (including In-Service Training) please use separate sheet if necessary |
| Course Title and Brief Description | Dates |
|  |  |

|  |
| --- |
| **EMPLOYMENT EXPERIENCE** (most recent first) Please provide information of any gaps during employment, such as unemployment, travel etc. (Verification of employment gaps will be required at interview.) Any employment with supply agencies must be stated below under the agency name and not the school where worked. Additional sheets may be added.  |
| Date  | Name and address of employer  | Post heldState whetherFull/part-timeOr supply | Details of Duties  | Salary | Reason for Leaving  |
| From D M Y | ToD M Y |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **EXPERIENCE & ACTIVITIES WHICH REFLECT PERSONAL QUALITIES**Please give details of any relevant experience. Include voluntary work, community work and leisure pursuits which support your application. (Continue on a separate page if necessary.) |
|  |

|  |
| --- |
| **LETTER OF APPLICATION** |
| You are invited to submit a letter of application to accompany this form, listing all information relevant to this appointment, and any other information you may wish to provide. It will be in your interests to provide as full a statement as possible at this stage. The letter of application should not replace the relevant sections of this application form. The letter and application form should be returned to the school/service unless stated otherwise in the advertisement.Please tick this box if there are any attachments to this form.  |

|  |
| --- |
| **INTERVIEW ARRANGEMENTS** |
| If called for interview, do you have any particular needs (such as a BSL Signer) that need to be taken into account?  |
| Please indicate any periods when you may NOT be available to attend for interview within 8 weeks of the closing date? We cannot guarantee to accommodate alternative dates.  |

## CURRENT MEMBERSHIP OF OTHER PROFESSIONAL BODIES

(Please state grade of membership and date attained.)

Association Membership Type

Expiry Date Membership Number

|  |
| --- |
| **DRIVING** (Only complete this section if driving is referred to in the Job Description or Person Specification.) |
| Have you a current driving licence? Type/Classification Do you have any current endorsements? If YES, give detailsDo you have regular use of a car or motorcycle?  |

**ELIGIBILITY TO WORK IN THE UK** (This will be verified if successfully appointed.)

Are you legally eligible to live and work in the UK? If NO, give details

Do you require/hold a work permit to work in the UK?

If yes, please give details of type of permit…………………………………………………

##### If yes, what is the expiry date? Permit Number:

|  |
| --- |
| REFERENCESReferences must be provided for the whole period of three years preceding application for this post. If you are currently in employment, you must give details of your present employer. At least one acceptable reference will be required from the last post in which you worked with children. If you are not currently working with children or young people (0-19) but have done so in the past, it is a requirement that you provide the reference details of the last employer where you worked with children, even if it is more than 3 years ago. If you are unable to provide references for a complete 3-year period, please give the employer who employed you the longest during that time. Students should give senior tutors, school supervisors or other. If unemployed, please give the most recent employer. References are not accepted from relatives or from people writing solely in the capacity of a friend. Testimonials are also not accepted.Please note that **references will be sought prior to interview unless there are exceptional circumstances as deemed acceptable by the Recruiting Manager.** We will ask your referees for comments on your suitability for the post and for employment referees, request details on attendance, sickness levels and salary.We reserve the right to request alternative references during the processing of your application.  |
| Title  | Title |
| Forename  | Forename |
| Surname  | Surname  |
| Job Title  | Job Title  |
| Address  | Address |
| Town  | Town |
| County  | County |
| Postcode | Postcode |
|  |  |
| Referee’s relationship to you | Referee’s relationship to you |
| Telephone No  |  | Telephone No  |  |
| e-mail address  | e-mail address   |
| Please tick the box if you wish to be contacted before references are sought.Please use a continuation sheet if appropriate.  |

|  |
| --- |
| DECLARATIONPlease state if, to your knowledge, you are related to any employee or Member/Director of Moat Farm Junior School Trust or to members of the Governing Body. Canvassing or failure to make proper disclosure shall disqualify you for the appointment and, if you are appointed, shall render you liable to dismissal without notice.State YES or NO If YES, give name, relationship and department/school |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SELF-DECLARATION OF SUITABILITY TO WORK IN POSTS REQUIRING A CRIMINAL RECORDS CHECKThis post involves working with children, other vulnerable groups 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 reprimands, formal warnings, cautions and convictions, including **'spent convictions'\*** and any formal warnings and suspensions relating to employment. Any failure to disclose such information could result in dismissal or disciplinary action by Moat Farm Junior School Trust. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.**If you answer yes to any of the following questions, please give details.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | DETAILS |
| Have you at any time received or do you have pending, a reprimand, caution, formal warning or conviction? |  |  |  |
| Are you a person known to any social care department as being an actual or potential risk to children, young people or vulnerable adults? |  |  |  |
| Are you subject to any current, pending or expired disciplinary action or legal proceedings in relation to the safeguarding and protection of children, young people and vulnerable adults? |  |  |  |
| Are you aware of any police enquiries that may have a bearing on your suitability for the post? |  |  |  |

I understand that Moat Farm Junior School Trust will register an employer’s interest with ISA should my application be furthered following interview, as part of pre-employment checks.I confirm that my name is not on either of the Independent Safeguarding Authority (ISA) Barred Lists and that I am not disqualified from working with children, young people or vulnerable adults or subject to sanctions imposed by any regulatory body**\***. I am not aware of any activity that would render me unsuitable to work with children, young people and/or vulnerable adults.**Signature** **Date**  |
| I confirm that the information I have given is correct and complete and that any false statements or omissions may result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.I understand and agree that information regarding my attendance and sickness absence levels will be sought from my referees and, where appropriate, my suitability to work with vulnerable groups.I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that, should I become an employee, the information will also be used for employment related purposes. I agree to Moat Farm Junior School Trust holding and processing this information in accordance with current data protection legislation.**Signature** **Date**  | **Please return this form to:****Insert appropriate return address****No later than** **……………………** |

Where marked with an \* please refer to the guidance notes prior to completion.



EQUALITY MONITORING FORM

The information you give on this form will only be used, in confidence, to enable Moat Farm Junior School Trust to monitor that its workforce better reflects the community it serves.

The overall aim of Moat Farm Junior School Trust’s Equality and Diversity Policy is to ensure that no job applicants, employees, residents or service users receive less favourable treatment on any grounds, which cannot be shown to be justified. These include race, colour, nationality, ethnic or national origin, religious beliefs, gender, marital status, responsibility for children or other dependants, disability, sexual orientation, transsexuality, age, trade union or political activities, social class, where the person lives or spent convictions.

All stages of recruitment are monitored to check that unfair discrimination is not taking place. It is very important that you complete this form in full to help us check that our recruitment and selection processes are fair.

1. **I would describe my race or ethnic group as:**

|  |
| --- |
| ASIAN OR ASIAN BRITISH |
|  | Bangladeshi |  | Indian |  | Pakistani |
|  | Any Other Asian Background |
| BLACK OR BLACK BRITISH |
|  | African |  | Caribbean |  | Any Other Black Background |
| **CHINESE OR OTHER** |
|  | Chinese |  | Other |  |  |
| MIXED |  |  |  |  |  |
|  | Asian & White |  | Black African & White |  | Black Caribbean & White |
|  | Any Other Mixed Background |  |  |
| WHITE |  |  |  |  |  |
|  | British |  | Irish |  | Any Other White Background |
|  |  |  |  |  |  |
|  | Prefer Not to Say |  |  |  |  |

1. **I would describe my religion or belief as:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Buddhist  |  | No Religion |
|  |  |  |  |
|  | Christian  |  | Sikh  |
|  |  |  |  |
|  | Hindu  |  | Other  |
|  |  |  |  |
|  | Jewish |  | Prefer Not to Say |
|  |  |  |  |
|  | Muslim |  |  |

1. **My gender is:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Female |  | Male |

1. **Date of Birth and Age:**

|  |  |
| --- | --- |
| Date of Birth |  |

|  |  |
| --- | --- |
| Age |  |

1. **Married Status:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Civil Partner |  | Civil Widow(er) |
|  |  |  |  |
|  | Married |  | Separated |
|  |  |  |
|  | Single |  | Dissolved |
|  |  |  |  |
|  | Divorced |  | Prefer Not to Say |

1. **Disability: I consider myself to be (see note below):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Disabled |  | Not disabled |  | Prefer Not to Say |

1. **Sexual Orientation: I would consider myself to be:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Heterosexual/Straight |  | Gay/Lesbian |
|  |  |  |  |
|  | Bisexual |  | Other |
|  |  |  |
|  | Prefer Not to Say |  |  |

1. **My nationality is: English**
2. **How I found out about this vacancy:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | JobCentre Plus |  | Internet |  | Evening paper |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Trade/Professional press (e.g. T.E.S.) |  | National paper |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Local weeklypaper |  | BME paper |  | Intranet |

|  |  |
| --- | --- |
|  | Other, e.g. friend |

**Note:**

The Disability Discrimination Act, 1995 defines a “disabled person” as having “a physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out normal day to day activities”. It is very important that you declare your disability if you wish to have the protection of the law.