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## **APPLICATION FORM**

**TO BE COMPLETED IN BLACK INK. ALL SECTIONS MUST BE COMPLETED. A CURRICULUM VITAE MUST NOT BE SUBMITTED IN PLACE OF ANY OTHER INFORMATION ON THIS FORM.**

APPLICATION FOR THE POST OF:
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<b>APPLICANTS PERSONAL DETAILS</b>
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TITLE :	FIRST NAME(S)	SURNAME:
PREVIOUS NAMES :		
PERMANENT ADDRESS:		
DATE OF BIRTH:	HOME TELEPHONE NO:	
MOBILE PHONE NO	EMAIL ADDRESS:	
NATIONAL INSURANCE NO:		
ARE THERE ANY RESTRICTIONS ON YOUR RESIDENCE OR EMPLOYMENT WITHIN THE UK? YES NO IF YES, PLEASE GIVE DETAILS :		
WORK PERMIT REQUIRED : YES NO		
WORK PERMIT EXPIRY DATE :		
To comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working – it is a requirement that when you come to interview you must bring with you certain documentation which shows your eligibility to work in the United Kingdom. No offer of employment will be made unless the original copy of precise documents, in the specified combination, is produced. Details of the documents to be signed will be provided should you be invited to interview.		
Do you have an enhanced DBS (formerly CRB) check completed in the last two years? YES / NO (Delete as applicable)		

If Yes please give your DBS reference number, date of check and the name of the organisation it was completed by:

DBS REF NO: ISSUE DATE:

NAME OF ORGANISATION:

Are you registered with the **DBS Update Services**? YES / NO (delete as applicable)

DO YOU HOLD QUALIFIED TEACHER STATUS? YES NO

IF YES PLEASE GIVE DATE OF AWARD .....

QTS CERTIFICATE NUMBER IF AVAILABLE .....

HAVE YOU SUCCESSFULLY COMPLETED A PERIOD OF INDUCTION AS A QUALIFIED TEACHER IN THE UK? YES NO

IF YES PLEASE GIVE DATE OF COMPLETION .....

**PRESENT OR MOST RECENT EMPLOYMENT**

NAME OF SCHOOL / EMPLOYER		SCHOOL/EMPLOYERS ADDRESS:	
TYPE & STATUS OF ESTABLISHMENT :	POST HELD:	DATE OF APPOINTMENT :	
NUMBER OF PUPILS AND AGE RANGE :	PRESENT ANNUAL SALARY :		

Please describe your duties and responsibilities:

### **PREVIOUS EMPLOYMENT**

Please note that all periods of time since leaving full-time education must be accounted for, e.g. training, unemployment or time taken out of paid employment due to caring responsibilities – the following page has sections for further detail of required. Please ensure you include the month and the year for employment dates.

Please list the most recent first and continue on a separate sheet if necessary.			
Dates you were employed from and to	Employers name and address	Job title	Reason for leaving

**EDUCATION, TRAINING & QUALIFICATIONS**

Education; please list most recent first and include all qualifications and training. Please continue on a separate sheet if necessary

Date from	Date to	Secondary school, college, professional body	Subjects, status and qualifications achieved.	Level and grade	Date achieved

**PERIODS OF NON-EMPLOYMENT**

Please indicate nature/reasons for any periods of non-employment including relevant dates.

From	To	Reasons

## REFERENCES – TO BE DETACHED PRIOR TO SHORTLISTING

Please give details of two people who are not related to you, from whom references about your suitability for the job can be obtained. If presently employed one must be your current employer. If unemployed one must be your most recent employer. In the absence of previous employment experience a reference from your Head Teacher/tutor or related to relevant voluntary work is acceptable.

If you are not currently working with children, but have done so in the past, please supply Details of an additional employer by whom you were most recently employed to work with children. After short listing we reserve the right to take up references. We reserve the right to request alternative references during the processing of your application.

<b>1.Current or most recent employer</b>
Title: (Mr, Mrs etc)
Name:
Occupation:
Address:
Postcode:
Business Telephone:
Home Telephone:
Mobile:
E-mail:
How long have you known this referee and in what capacity?
Please tick this box if you do not want this referee to be contacted prior to interview

<b>2<sup>nd</sup> Referee</b>
Title: (Mr, Mrs etc)
Name:
Occupation:
Address:
Postcode:
Business Telephone:

Home Telephone:
Mobile:
E-mail:
How long have you known this referee and in what capacity?
Please tick this box if you do not want this referee to be contacted prior to interview.

**DECLARATION OF RELATIONSHIP**

If you canvass any member or employee of the school about your application, you will be disqualified. This does not stop a member or employee giving a written reference about you.

Are you or your spouse related by marriage, blood or as a cohabitee to any member of the school governing body or senior member of staff within the school?

YES NO

If you are related please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.

Name ..... Relationship.....

## DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE

Apex Primary School is committed to safeguarding children and young people. All post holders are subject to a satisfactory Enhanced Criminal Records Bureau Disclosure.

Because of the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders (Exceptions) (Amendments) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the Provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in a dismissal or disciplinary action by the school. Any information given will be kept completely confidential and will be considered only in relation to any application for positions to which the Order applies. You are asked to note that a check will be carried out on Police records for details of any criminal offence.

<b>Have you ever been convicted of a criminal offence?</b>	<b>YES/NO</b>
If 'yes' to any of the questions, please detail on the last page under Criminal Convictions / Disqualifications. Responses will be treated kept private confidential.	
<b>Signature</b>	<b>Date</b>

## DISQUALIFICATION

'Disqualified' individuals are not permitted to work in a setting providing care for children aged 8 and under, unless they apply for, and are granted, a waiver by Ofsted.

A person is 'disqualified' if, for example, s/he has committed offences involving violence or a sexual offence against children or adults, including murder, manslaughter, kidnapping, false imprisonment, ABH and GBH; or offences such as those against children (including those that result in inclusion on the Children's Barred List); or a Sexual Offence Prevention Order (SOPO); or possession of indecent photographs of children. A person can also be 'disqualified by association', if they are living with someone who has been convicted of a serious crimes, such as those listed above, and the conviction is 'unspent'

<b>Has a Prohibition Order ever been made against you</b>	<b>Yes No</b>	
<b>Are you Disqualified to work with children By Association or otherwise?</b>	<b>Yes No</b>	
<b>Are you living with someone who has been barred from working with children (through the DBS)?</b>	<b>Yes No</b>	
<b>Are you living in the same household as someone who has been disqualified from working with children under the childcare Act 2006?</b>	<b>Yes No</b>	
<b>Have ever been the subject of a child protection concern either in your work or personal life, or have been the subject of any disciplinary action, including any which are time expired.</b>	<b>Yes No</b>	
<b>Are you on the Barred list database or have you ever been Disqualified from working with children or been subject to any sanctions imposed</b>	<b>Yes No</b>	

by a regulatory body (e.g. the DfE)?		
If you have selected 'yes' to any of these questions, please detail on the last page under Criminal Convictions / Disqualifications. Responses will be kept private and confidential.		
Signature	Date	

**PERSONAL STATEMENT & RELIGIOUS AFFILIATION**

**CERTIFICATION/DECLARATION**

I certify that, to the best of my knowledge, all statements contained in this form are correct and I Understand that should I conceal any material fact, I will, if engaged, be liable to termination of my contract of employment.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children. Failure to do so may disqualify me from my appointment or result in dismissal.

Signed..... Date.....

All offers of employment are subject to suitable references, qualifications check, satisfactory medical checks, DBS and Asylum & Immigration checks.

If you require further information, please contact the School on the telephone number provided.

**We would like to take this opportunity to thank you for your interest in the advertised post. If you are not contacted concerning your application within 4 weeks of submitting this application please assume you have not been shortlisted for interview.**

**DETAILS OF CRIMINAL CONVICTIONS / DISQUALIFICATIONS**

**GENERAL DATA PROTECTION REGULATIONS**

In order to process your application you are requested to complete and return this application form. Apex Primary School will treat the information you have provided in accordance with the provisions of the General Data Protection Regulations, including ensuring it is kept confidentially, is not passed onto a third party without your consent and, for unsuccessful candidates, is erased within 12 months.