The venue Infant School

APPLICATION FOR EMPLOYMENT

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of the application form, failure to do so may result in your application being rejected. Please note that providing false information will also result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CV’s are not accepted.

For more information, including the Child Protection and Safeguarding Policy visit the school’s website. [The Avenue Infant School - Policies](https://www.theavenueinfantschool.co.uk/page/?title=Policies&pid=48)

**Completed application forms must be returned to** [**bursar@theavenue-inf.northants-ecl.gov.uk**](mailto:bursar@theavenue-inf.northants-ecl.gov.uk) **or to the school.**

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| **Vacancy job title:** |  |

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| **Personal details** | | |
| Surname: | Forename(s): | |
| Previous surname (s): | Preferred name (s): | |
| Title: Mr/Mrs/Miss/Ms/Other |  | |
| Address:  Postcode: | Home telephone  no: |  |
| Mobile: |  |
| National Insurance no: |  |
| Email address: | | |
| Teacher Reference Number: | | |

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| **Current/most recent employment** | | | | | | |
| Name of Employer: | |  | | | | |
| Job Title: | |  | | | | |
| Address:  Postcode: | | Date appointed: | | |  | |
| Current salary: | | |  | |
| Notice required or leaving date if last appointment: | | |  | |
| Brief description of duties: | | | | | | |
| Reason for leaving or for seeking other employment: | | | | | | |
| **Previous employment** | | | | | | |
| Please provide a full history in date order, most recent first, since leaving secondary education, including any post-secondary education/training, and part-time and voluntary work as well as full-time employment. You should include start and end dates, explanations of any periods of unemployment or other breaks and reasons for leaving employment. You may be asked to explain any gaps. | | | | | | |
| Name of employer & address | Job title/post | | Dates (month/year) | | | Reason for leaving |
| From | To | |
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Please enclose a continuation sheet if necessary.

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| **Secondary education and qualifications** | | | | | | | | | | | | | |
| Please list below all the establishments you have attended, including secondary schools, and any qualifications you have gained. **You will be required to produce the original documents, a certified copy, or a letter of confirmation from the awarding authority for all your qualifications and accreditations.** Qualifications obtained overseas must be supported by UK ENIC accreditation. | | | | | | | | | | | | | |
| Name of school/college | From | | | To | | Level of Qualification (e.g. GCSE) | | | | | Subject and grade | | |
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| **Further or higher education** | | | | | | | | | | | | | |
| Please provide details of any recognised qualifications or courses attended which are relevant to the job application. **You will be required to produce the original documents, a certified copy, or a letter of confirmation from the awarding authority for all your qualifications and accreditations.** Qualifications obtained overseas must be supported by UK ENIC accreditation. | | | | | | | | | | | | | |
| Name of FE college, university or awarding body | | | | From | | To | | Full or part time | | | | Qualifications obtained | |
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| **Training** | | | | | | | | | | | | | |
| Please provide any training you have had which you feel is relevant to the position you are applying for, include any on-the job training as well as any formal training. | | | | | | | | | | | | | |
| Title of training programme/course & brief description | | | | | | | | | Date completed | | | | |
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| **Professional memberships** | | | | | | | | | | | | | |
| Please include memberships of any professional bodies. | | | | | | | | | | | | | |
| Name of body | | Type of membership | | | | | | | | Date obtained | | | |
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| **Additional information in support of your application** | | | | | | | | | | | | | |
| Please give details of any relevant experience, skills or knowledge to support your application, ensuring that you cover all the essential points of the person specification.  Your response in this section is extremely important and will be the basis of the short-listing panel’s decision to invite you for interview. | | | | | | | | | | | | | |
| Please enclose a continuation sheet if necessary. | | | | | | | | | | | | | |
| **Leisure interests** | | | | | | | | | | | | | |
| Please provide details of any interests which may benefit extra-curricular activities, particularly if your application is for a teaching position. | | | | | | | | | | | | | |
| Please enclose a continuation sheet if necessary. | | | | | | | | | | | | | |
| **Referees** | | | | | | | | | | | | | |
| Please provide details of two referee below. The first referee should normally be your present or most recent employer. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about whether you have been the subject of any disciplinary offences which may include those where the penalty is “time expired” and any child protection concerns, and if so, the outcome of any enquiry. Referees will be contacted to verify the reference.  **References will not be accepted from relatives or from people writing solely in the capacity of friends.**  **Teaching applicants only** – One of your referees must be the Head teacher of your current school. If you have been in your current role for more than five years, you may name you line manager as a second referee. Otherwise, your second referee must be the Head of your previous school. If you are currently in your first teaching role, then you must provide a referee from your college of university as well as from a recent employer or work experience provider. | | | | | | | | | | | | | |
| Referee 1 – current or most recent employer | | | | | | | | | | | | | |
| Name of Referee: | | | | | | | Job Title: | | | | | | |
| Name of Organisation: | | | | | | | Telephone No: | | | | | | |
| Address:  Postcode: | | | | | | | | | | | | | |
| Email: | | | | | | | | | | | | | |
| Relationship to applicant: | | | | | | | | | | | | | |
| May we contact prior to interview? | | | | | YES/NO | | | | | | | | |
| Referee 2 | | | | | | | | | | | | | |
| Name of Referee: | | | | | Job Title: | | | | | | | | |
| Name of Organisation: | | | | | Telephone No: | | | | | | | | |
| Address:  Postcode: | | | | | | | | | | | | | |
| Email: | | | | | | | | | | | | | |
| Relationship to applicant: | | | | | | | | | | | | | |
| May we contact prior to interview? | | | | | YES/NO | | | | | | | | |
| It is normal practice to take up references on shortlisted candidates prior to interview.  If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after the interview and before starting employment. | | | | | | | | | | | | | |
| **Additional information** | | | | | | | | | | | | | |
| Are there any restrictions on your taking up employment in the UK? | | | | | | | | | | | | | YES/NO |
| Do you require a work permit to work in the UK? | | | | | | | | | | | | | YES/NO |
| Have you lived or worked outside the UK? | | | | | | | | | | | | | YES/NO |
| If YES please give the date your current work permit expires: | | | | | | | | | | | | |  |
| Are you related to, or do you maintain a close relationship with an existing employee, volunteer or governor of the school. | | | | | | | | | | | | | YES/NO |
| If you have answered YES to any of the above, please provide full details: | | | | | | | | | | | | | |
| **Equality Act 2010** | | | | | | | | | | | | | |
| The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to working conditions to enable disabled applicants to have equal access to employment opportunities, including the recruitment process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability, please tick the box below. You are not obliged to complete this section. | | | | | | | | | | | | | |
| Do you consider yourself disabled? | | | | | | | | | | | | | YES/NO |
| Is there any information that we need in order to offer you a fair selection interview/process? | | | | | | | | | | | | | |
| **Data protection** | | | | | | | | | | | | | |
| The information you provide on this application form will only be processed for the purpose for which it has been given. It will not be used for other reasons without your consent. All personal data is collected and processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation 2018 (GDPR) and you have certain rights in respect of your information. These rights and further information is available on the school’s website.  This form will be kept strictly confidential but may be photocopied and may be transmitted electronically got use by those entitled to see the information as part of the recruitment process. The information provided on this form will be retained in accordance the school’s retention schedule.  The school is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form as part of the recruitment process for the prevention and detection of fraud. The school may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes. | | | | | | | | | | | | | |
| **Disclosure of any convictions or cautions** | | | | | | | | | | | | | |
| It is the School’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice.  In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to employers on DBS certificates and cannot be taken into account.  **If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.**  In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until the September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are in directly concerned with the management of such childcare.  The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000. | | | | | | | | | | | | | |
| **Declaration** | | | | | | | | | | | | | |
| I certify that, to the best of my knowledge and belief, **all** particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment or summary dismissal if I am in the post and possible referral to the police.  I confirm I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work. Successful candidates will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination. | | | | | | | | | | | | | |
| Signature of applicant: | | |  | | | | | | | | | | |
| Print name: | | |  | | | | | | | | | | |
| Date: | | |  | | | | | | | | | | |

*Where applications are submitted electronically and without signature and you are subsequently invited to interview, you will be required to sign a printed copy of your application form.*

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| **Equality and Diversity Monitoring** | | | | | |
| This section of the application form will be separated and NOT be used to shortlist for interview and will NOT be viewed by any member of the recruitment panel. It will be used solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act. | | | | | |
| Please indicate as appropriate: | | | | | |
| **Age** | 16-25 | 26-35 | 36-45 | 46-55 | 56 and over |
| **Gender** | Male | Female | Transgender | Other | Prefer not to say |

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| **Ethnicity** | **Workforce Census Code** | | **Please tick** |
| White | WBRI | British |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | AROM | Gypsy/Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black Caribbean |  |
|  | BAFR | Black African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
|  | CHNE | Chinese |  |
|  | REFU | Refused/Prefer not to say |  |
|  | OOTH | Any other ethnic group |  |

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| **Sexual orientation** | | |
| Heterosexual | Bi-sexual | Gay Man |
| Gay Woman | Other | Prefer not to say |
| **Personal relationship** | | |
| Single | Living together | Married |
| Civil Partnership | Prefer not to say |  |

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| **Religion or belief** | | | | | | | | | |
| Christian |  | Buddhist |  | | Hindu |  | Jewish | |  |
| Islam |  | Sikh |  | | No religion |  | Other | |  |
| **Disability - If you consider yourself disabled please specify type of impairment:** | | | | | | | | | |
| Physical |  | Mobility |  | | Hearing | |  | Visual |  |
| Learning |  | Mental Health |  | | Communication | |  | Other |  |
| Please give further details if you wish: | | | | | | | | | |
| I consent to the collection, storage and use of data provided on the form and I understand that these details will not be used as part of the selection process. | | | | | | | | | | |
| Signed: | | | | Date: | | | | | | |
| Print Name: | | | | | | | | | | |