

ARTHUR BUGLER PRIMARY SCHOOL

Employment Application Form

*The Governing Body is committed to safeguarding and promoting the welfare of children
And young people and expects all staff and volunteers to share this commitment*

Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or 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 typescript to assist with photocopying.**

Vacancy Job Title	
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INFORMATION FOR SHORT-LISTING AND INTERVIEWING

1	PERSONAL DETAILS			
Surname & Title MR / MRS/ MISS / MS / REV		First Name(s)		
Former Name(s)		Date of Birth DAY/MONTH/YEAR		
Home Address		Home Telephone		Work Telephone
		Mobile Telephone		Fax Contact Number
Post Code		National Insurance Number		
E-mail address:		Date you obtained this Qualification / Registration		
General Teaching Council Registration No.				

2	PRESENT / LAST APPOINTMENT: IF TEACHING							
Name and address of school								
1. Type of school	Boys <input checked="" type="checkbox"/>	Girls <input checked="" type="checkbox"/>	Mixed <input checked="" type="checkbox"/>	Age range		Number on Roll		
2. Type of school	Community <input checked="" type="checkbox"/>	Aided <input checked="" type="checkbox"/>	Foundation <input checked="" type="checkbox"/>	Academy <input checked="" type="checkbox"/>	Independent <input checked="" type="checkbox"/>	Other		
Group size of school								
Job title								
Subjects/age group taught								
Date appointed to current post								
Current salary								
Salary Spine Point								
Number of Responsibility Points								
Date available to begin new job								

5 PREVIOUS EMPLOYMENT			
Employers name & full address	Job title & brief details (Nature of your work)	Dates to/ from & Salary	Reason for leaving
(Most recent first)			

Please continue on a separate sheet if needed. Please maintain the format shown above (Section 6)

6 SECONDARY & FURTHER EDUCATION			
Examinations Passed	Subject	Grade	Date(s)
E.g. O/A Level / GCSE/ GNVQ			

7 HIGHER EDUCATION					
Name and address of establishment	Exact dates you attended	Full or Part-time	Date of Exam	Subjects passed with details of standard obtained	Age groups for which trained
(Most recent first)					

8 PROFESSIONAL COURSES ATTENDED AS A TEACHER Please list relevant courses attended in the past 3 years			
Subject	Organising Body	Date(s)	Duration

9 NATIONAL PROFESSIONAL QUALIFICATION FOR HEADSHIP (please give details)

10	OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS		

11	HEALTH		
How many periods of Sickness Absence have you had over the past two years?			
How many working days has this amounted to?			
Have you been granted Infirmity Retirement by the Department of Children, Schools and Families?		YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>
			If YES please state the date
EXPLANATORY DETAILS (if relevant)			

12	HAVE YOU AT ANY TIME BEEN FULLY OR PARTIALLY DEBARRED OR RESTRICTED FROM WORKING WITH CHILDREN, YOUNG PEOPLE AND/OR VULNERABLE ADULTS?	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>
If YES, please enclose details with dates in a sealed envelope and attach to this form			

13	WHERE DID YOU SEE THIS POST ADVERTISED?
Please state the name of the publication or source where you saw this post advertised	

14	YOUR SUPPORTING STATEMENT
<p>As part of your Employment Application you are requested to set out (on a separate sheet(s) of paper) relevant information in support of your application.</p> <p>This should demonstrate how you consider you are able to fulfill the requirements of the Job Profile and Person Specification for this post.</p>	

15	LEISURE ACTIVITIES & INTERESTS
Please give <u>brief details</u> of your recreational, or any other specialist, interests that you consider may be relevant to this post	
ACTIVITY & HOW LONG HAVE YOU BEEN PARTICIPATING IN THIS ACTIVITY	

16	REFERENCES	PLEASE READ THIS NOTICE CAREFULLY
<p>Give here details of two people to whom reference may be made. The first referee should normally be your present Headteacher or Direct of Education in the case of serving Headteachers in LA Schools, Chair of Governors in other cases. If you are not currently working with children please provide a referee from you most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.</p> <p>If you are known to any of your Referees by any other name, please include details below.</p> <p>Please note that references will be taken up if you are short-listed for this post. All appointments are 'subject to receipt of satisfactory references in writing'.</p>		
FIRST REFEREE		SECOND REFEREE
Referees Name		Referees Name
Contact Mailing Address		Contact Mailing Address
Post Code		Post Code
Contact Telephone		Contact Telephone
Email		Email
Known As		Known As

17	CANVASSING		
Are you related to a Governor of the establishment to which your application is being made, or to a Councillor, or Senior Officer of Thurrock Council? Failure to disclose a family relationship may disqualify your Employment Application.			YES <input checked="" type="checkbox"/>
			NO <input checked="" type="checkbox"/>
Person's name		Their relationship to you	
Person's name		Their relationship to you	

18	DISABILITY		
In order to assist us in fulfilling our responsibilities under the Disability Discrimination Act and contribute to the employment of people with disabilities, please describe any disability or condition which we may need to consider in assisting you to fulfill the duties as described in the Job Profile and Person Specification for this post.			
Are there any specific arrangements we can make for you if you are short-listed for interview?			YES <input checked="" type="checkbox"/>
			NO <input checked="" type="checkbox"/>
Please specify e.g. parking arrangements, ground floor venue			

19	EQUAL OPPORTUNITIES
We aim to ensure that people are recruited, selected, employed, trained and promoted on their abilities for the job.	

20	DISCLOSURE OF CRIMINAL CONVICTIONS	PLEASE READ THIS NOTICE CAREFULLY
<p>Because of the nature of the work for which you are applying, this post is Exempt from the provisions of the Rehabilitation of Offenders Act 1974.</p> <p>As you are seeking employment in a capacity which provides the opportunity for access to children, young people and/or vulnerable adults, unless you are already employed by Thurrock Council, or one of its Schools, in this capacity currently, you must disclose – at the time of application – all criminal convictions, bind-overs or cautions, including any that may be 'spent', under the Rehabilitation of Offenders Act 1974.</p> <p>In the event of employment failure to disclose any such convictions, bind-overs or cautions, including any that may be 'spent' could result in dismissal or disciplinary action by the Council or School Governing Body.</p> <p>It is particularly important therefore that you <u>read carefully the document entitled 'The Disclosure Process'</u>, which is included with this Employment Application. If you have not received this document, please contact the sender immediately, or alternatively Thurrock Council on (01375) 652652, and request the document before your completed employment application form.</p> <p><u>Please enclose full details and dates of all criminal convictions, bind-overs or cautions, including any that may be 'spent' in a sealed envelope attached to this form.</u></p> <p>If offered the post you will be required to give your consent to the Council to undertake an Enhanced Criminal Records Bureau Disclosure to identify whether there exists any record, criminal conviction, partial or full debarring or restriction from working with children, young people and/or vulnerable adults.</p>		

21	DECLARATION		
I have answered YES to Section 12 'Debarring & Restrictions' and have enclosed details with dates in a sealed envelope attached to this form.	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	
I have read Section 14 'Your Supporting Statement' and attached pages in support of my application.	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	
I have read and understood Section 20 'Disclosure of Criminal Convictions'.	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	
I have received, read and understood 'The Disclosure Process' document?	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	
I have Disclosures as documents in Section 20 'Disclosure of Criminal Convictions' and enclose details with dates in a sealed envelope attach to this form.	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	
I understand if I am offered this post I will be required to give my consent for the Council to undertake an Enhanced CRB Disclosure	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	
I certify that to the best of my belief, the information I have entered is true, and I understand that any false information or failure to disclose may, in the event of employment, result in dismissal or disciplinary action by the Council or School Governing Body.			
Applicant's Signature		Date Signed	

Please note any information entered on this form may be held on computer file by Thurrock Council, or the Establishment named in this document (Section 1), in accordance with the Data Protection Act 1998

INFORMATION FOR APPLICANTS

THE DISCLOSURE PROCESS

The post that you have requested information about requires an Enhanced Disclosure of any criminal convictions you may have. Information is obtained from the Criminal Records Bureau (CRB). This decision has been taken in accordance with the procedure detailed in Thurrock Council's policy 'Recruitment/Approval of Ex-offenders – Policy and Procedures', because the post will require its holder to have unsupervised access to children and/or vulnerable adults. This means that you will need to disclose all your convictions (both 'spent' and 'unspent' as defined in the Rehabilitation of Offenders Act 1974) as well as any pending prosecutions. If you are unsure about whether you will be considered to have a criminal record, or need independent advice/guidance about your record, please call NACRO's free phone helpline on 0800 0181 259 (NACRO is an independent charity who support ex-offenders build a better future for themselves.)

The Enhanced Disclosure will allow Thurrock Council to check your criminal record (which includes cautions), including any convictions that may be considered 'spent' under the Rehabilitation of Offenders Act 1974. Thurrock Council will be sent a document that gives a complete list of all your convictions; they will then check it against the list that you have given on the Recruitment Monitoring Form. You will also be sent a copy of the document to your home address.

Having a criminal conviction will not necessarily mean that you are not appointed to the post. The policy gives more details about the legislation and terminology as well as why it is necessary to check criminal records, whose records are checked, how information is stored, and how the decision is made to employ or not to employ someone with a criminal record.

If you have any queries about the process of Disclosure please call 01375 652669 or visit the CRB web site www.disclosure.gov.uk or alternatively speak to the CRB Call Centre on 0870 90 90 844.