

**CONFIDENTIAL**

**ST HERBERT'S CE PRIMARY AND NURSERY SCHOOL  
APPLICATION FOR A TEACHING POSITION**

St Herbert's CE Primary and Nursery School is committed to safeguarding and promoting the welfare and well-being of its pupils, engages with young people and staff in Policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

St Herbert's CE Primary and Nursery School is an Equal Opportunities Employer.

It is important that you refer to the [Guidance Notes](#) before completing this form.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Please complete in black font/ink.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain, spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to complete a self-disclosure form to provide details of all unspent convictions and those that would not be filtered or protected, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

<b>Position Applied For:</b>	
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**APPLICANT DETAILS**

<b>Title</b>		<b>Surname</b>	
<b>Forename(s)</b>		<b>Date of Birth</b>	
<b>Current address</b>			
<b>Postcode</b>		<b>Telephone Number(s)</b>	
<b>Email address</b>			
<b>N.I. Number</b>		<b>DFE number</b>	
<b>QTS</b>	<b>Yes/No</b>	<b>Induction Complete</b>	<b>Yes/No</b>
<b>Date Awarded</b>	_____	<b>Date</b>	_____

Have you been known by a different name? YES / NO

(If yes, please provide details, e.g. due to marriage or by Deed Poll)

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Do you have the Right to Work in the UK? YES / NO

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

**FAMILY OR CLOSE RELATIONSHIPS to existing school employees or Governors**

Name of employee/ Governor	Relationship

## DETAILS OF STUDY, QUALIFICATIONS AND TRAINING

**Education/Qualifications in Further/Higher Education (most recent first)**[illegible]

## Secondary Education

[illegible]

## Relevant In Service Training / Professional Development

Course Details	Accreditation and Awarding Body (if relevant)	Dates

## EMPLOYMENT HISTORY

Please complete the following employment history, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out.

### CURRENT OR MOST RECENT EMPLOYMENT

**Name and address of Employer**

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Job Title

Salary

Date of appointment

Date of leaving *(If applicable)*

Period of notice required

Date available to commence employment

Reason for leaving *(If applicable)*

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Main duties and responsibilities

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Please continue on a separate sheet if required.

**PREVIOUS EMPLOYMENT**

Dates		Employer	Job Title	Brief Description of Duties	Reason for leaving
From	To				

**Please continue on a separate sheet if required.**

**OTHER RELEVANT EXPERIENCE (PAID OR UNPAID)**

Name of employer/organisation	Details and nature of work/experience	Dates	
		From	To

**Please continue on a separate sheet if required.**

**Other Relevant Information In support of your application**

Making reference to the person specification, please use the space below to tell us about any relevant skills, abilities, competencies and experience in support of your application. Please attach further sheets if necessary.

Other Relevant Information In support of your application cont.

## REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Head teacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

**Written references will not be accepted from relatives or friends.**

**In line with 'Keeping children safe in education' procedures, written references will be required for all shortlisted candidates prior to interview, in order that any relevant issues can be taken up at interview.**

Please try to include an email address where possible.

**Name:**

**Job Title:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**Name:**

**Job Title:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

## Declaration

I understand that all information contained in this form will be treated as STRICTLY CONFIDENTIAL. Application forms of unsuccessful candidates will be destroyed six months after an appointment has been made. Application forms of successful applicants will be stored on the employee's personnel file and processed for the purpose of the employment relationship.

By signing below, I declare that, to the best of my knowledge, the information contained in this application form is accurate and correct and that I am not on the DBS Barred List, disqualified from work with children or subject to any sanctions imposed by a regulatory body or professional association.

**I understand that if I am shortlisted, I will be required to complete a self-disclosure form prior to interview, declaring any relevant convictions, adult cautions or other matters which may impact on my suitability to work with children**

<b>Signature:</b>		<b>Date:</b>	
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## Equality & Diversity Monitoring Form

### STRICTLY CONFIDENTIAL

This section of the form will be separated from the job application form on receipt. The information disclosed in this section will not form part of the recruitment or selection process and the interview panel will not see this part of your form.

**Post Title**

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**Post Advertised in**

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***Please tick boxes as appropriate.***

**Legal Gender:**

☐ Male ☐ Female ☐ Decline to specify

**Gender Identifier:**

☐ Male ☐ Female ☐ Non binary/Third Gender ☐ Self-describe  
☐ Decline to specify

**Ethnic Origin:** *(Please tick the box that you feel best describes your ethnic origin)*

<input type="checkbox"/> African	<input type="checkbox"/> Arab
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Chinese	<input type="checkbox"/> Gypsy and Roma
<input type="checkbox"/> Indian	<input type="checkbox"/> Other Asian
<input type="checkbox"/> Other Black	<input type="checkbox"/> Other Category
<input type="checkbox"/> Other Mixed	<input type="checkbox"/> Other White
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Traveller-Irish Heritage
<input type="checkbox"/> White-British	<input type="checkbox"/> White-Irish
<input type="checkbox"/> White and Asian	<input type="checkbox"/> White and Black African
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Decline to specify

**Age:**

<input type="checkbox"/> 16-24	<input type="checkbox"/> 25-34
<input type="checkbox"/> 35-44	<input type="checkbox"/> 45-59
<input type="checkbox"/> 60-74	<input type="checkbox"/> 75+
<input type="checkbox"/> Decline to specify	

**Employment**

Are you currently in paid employment? ☐ Yes ☐ No ☐ Undeclared

**Religion and Belief:** *(Please tick the box that you feel best describes your Religion and belief)*

<input type="checkbox"/> Agnostic	<input type="checkbox"/> Atheist	<input type="checkbox"/> Buddhism
<input type="checkbox"/> Buddhist-Hinayana	<input type="checkbox"/> Buddhist-Mahayana	<input type="checkbox"/> Christian
<input type="checkbox"/> Christian-Orthodox	<input type="checkbox"/> Christian-Protestant	<input type="checkbox"/> Christian-Roman Catholic
<input type="checkbox"/> Confucianism	<input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam-Shiite
<input type="checkbox"/> Islam-Sunni	<input type="checkbox"/> Jewish	<input type="checkbox"/> Judaism-Hassidic
<input type="checkbox"/> Judaism-Orthodox	<input type="checkbox"/> Judaism-Reformed	<input type="checkbox"/> Muslim
<input type="checkbox"/> No Religion	<input type="checkbox"/> Pagan	<input type="checkbox"/> Shintoism
<input type="checkbox"/> Sikhism	<input type="checkbox"/> Taoism	<input type="checkbox"/> Undeclared

**Sexual Orientation**

- |  |  |
|--|--|
| <input type="checkbox"/> Heterosexual                    | <input type="checkbox"/> Gay / Lesbian |
| <input type="checkbox"/> Bisexual                        | <input type="checkbox"/> Self-Describe |
| <input type="checkbox"/> Undeclared/ Declined to specify |  |

**Applicants with Disabilities**

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010? ☐ Yes ☐ No