



Application for Employment

STRICTLY CONFIDENTIAL

Please read the guidance notes before completing this application form

Post Title

Post Advertised in

Section One

Title

Surname

(Block Letters)

Full Forenames

(Block Letters)

Correspondence

Address

Home Address

(If Different)

Daytime Telephone

Alternative

Telephone

Email Address

Have you been known by a different name or changed your name by Deed Poll?

(Delete as appropriate)

Yes

No

If Yes, please give
details

Are you on the redeployment register?

(Internal Candidates only – Delete as appropriate)

Yes

No

Immigration, Asylum and Nationality Act 2006

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

Do you have the right to live and work in the United Kingdom?

Yes

No

National Insurance Number

(If Applicable)



Relationship to the school

Please list any personal relationships that exist between you and any of member of the school community, including:

- Governors
- Staff
- Pupils

Relationships with a governor or employee does not necessarily prevent them from acting as a reference.

Canvassing directly or indirectly will automatically disqualify you from the recruitment process

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Applicants with Disabilities

Ulverston Victoria High School will guarantee to interview all disabled applicants who meet the essential criteria for the post which they are applying. The Disability Discrimination Act 1995 defines a disabled person as 'An individual who has long term physical or mental impairment which has substantial adverse effect on their ability to carry out day to day activities'

| | | |
|---|-----|----|
| Do you consider yourself to be disabled under the Disability Discrimination Act? <i>(Delete as appropriate)</i> | Yes | No |
| The school is committed in ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require: | | |
| If you are called for an interview | | |
| In carrying out the role for which you are applying | | |

Rehabilitation of Offenders Act (ROA)

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 and Barring Service before your appointment is confirmed.



References

(Please refer to the guidance notes before completing this question)

| | Reference 1 | Reference 2 |
|-------------------------|-------------|-------------|
| Name | | |
| Job Title | | |
| Email | | |
| Capacity in which known | | |
| Address | | |
| Telephone Number | | |

Section Two

Secondary Education (GCSE)

| Name and location of school/ college | From | To | Examinations taken (include date, level and grade) |
|---|------|----|---|
| | | | |
| | | | |

Further Education - College Courses (A Level)

| Name and location of establishment | From | To | Examinations taken (including subject and level) | Classification or grade |
|---------------------------------------|------|----|---|-------------------------|
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Higher Education - University (Degree)

| Name and location of establishment | From | To | Examinations taken (including subject and level) | Classification or grade |
|---------------------------------------|------|----|---|-------------------------|
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(TO BE COMPLETED FOR TEACHING APPLICATIONS ONLY)

| Date Gained Qualified Teacher Status | Probation Induction Completed Yes or No | Teacher Reference Number |
|---|--|--------------------------|
| | | |
| | | |

| | | |
|---|-----|----|
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct? | Yes | No |
| <i>If Yes, Please give details</i> | | |
| Are you subject to a General Teaching Council sanction or restriction | Yes | No |
| <i>If Yes, Please give details</i> | | |

Professional Membership Details

| Name of Professional Body or Organisation | Date Attained | Membership Status | Membership Number | By Examination Yes/No |
|--|------------------|----------------------|----------------------|--------------------------|
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Work Related Training

| Date | Course/Training Details |
|------|-------------------------|
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Present Employment

(Present or most recent employment details)

| | | | |
|------------------------------------|--|---------------------------------------|--|
| Name and Address of Employer | | Job Title | |
| | | Salary | |
| | | Date of Appointment | |
| | | Period of Notice Required | |
| | | Date of Leaving (if applicable) | |
| | | Date Available to Commence Employment | |
| Reason for Leaving (If applicable) | | | |
| Main Duties and Responsibilities | | | |

Previous Employment

| Name and address of Employer | Date Appointed | Date of Leaving | Job Title and brief description of role and responsibilities | Reason for Leaving |
|------------------------------|----------------|-----------------|--|--------------------|
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Section Three

Additional Information

(Please refer to the guidance notes before completing this section)



Declaration

To the best of my knowledge I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- The provision of false information may result in disqualification from the recruitment process or termination of employment.
- The information provided on this application may be stored and processed by the school for a period of 6 months for recruitment purposes and if successful, the information will be stored on personal file and processed for the purpose of the employment relationship.
- Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and / or employment terminated.
- Canvassing of Officers, members of the school, or any Committee directly or indirectly for any appointment will disqualify my application.
- I understand and consent that, as part of the shortlisting process, the school may undertake an online search as part of their vetting due diligence in line with Keeping Children Safe in Education Guidance. The purpose of this will be to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore at interview.
- Ulverston Victoria High School must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.
- The school is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.
- The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs, as well as pending prosecutions, which are not 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment processes as defined in the Data Protection Act 1998, and any verification checks that may be made.

| Do you have a DBS certificate? <small>(Delete as appropriate)</small> | Yes | No |
|--|-----|----|
|--|-----|----|

If you have lived or worked outside of the UK in the last 10 years for 12 months or more since reaching the age of 18 years, the school may require additional information in the form of an overseas criminal record disclosure in order to comply with safer recruitment requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

| Have you lived or worked outside of the UK in the last 10 years? <small>(Delete as appropriate)</small> | Yes | No |
|--|-----|----|
|--|-----|----|

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests

For further information, please see our [privacy notice](#) for job applicants

| Signature | Date |
|-----------|------|
|-----------|------|

For office use only

☐ Documentation to be checked for all external candidates attending an interview

Original educational certificates/qualifications

☐ Original identification documents produced

☐ Photocopies attached

You are satisfied that the documentation is genuine and relates to the person whom made this application

Date _____

Signature of Officer _____



Equality and Diversity Monitoring Form

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Please type an 'X' in the box to the left of your selection

| | |
|--------------------|--|
| Post Title | |
| Post Advertised in | |

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

| | | | | |
|--------|------|--------|-------------|------------|
| Gender | Male | Female | Transgender | Undeclared |
|--------|------|--------|-------------|------------|

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|---------------|-----------------------------|-------------------------|---------------------|---------------------|
| Ethnic Origin | White | Mixed | Asian/Asian British | Black/Black British |
| | British | White & Black Caribbean | Indian | Caribbean |
| | Irish | White & Black African | Pakistani | African |
| | Traveller of Irish Heritage | White & Asian | Bangladeshi | |
| | Gypsy/Roma | | | |
| | Chinese | Other | | |
| | Chinese | Undeclared | | |
| | | Other (Please Specify) | | |

| | | | | |
|------------|---------------------------------------|-----|----|------------|
| Employment | Are you currently in paid employment? | Yes | No | Undeclared |
| | With Westmorland and Furness Council? | Yes | No | Undeclared |

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|------------------------------|---|-----|----|--|
| Applicants with Disabilities | Westmorland and Furness Council will guarantee to interview all disabled applicants who meet the essential criteria for the post which they are applying. The Disability Discrimination Act 1995 defines a disabled person as 'An individual who has long term physical or mental impairment which has substantial adverse effect on their ability to carry out day to day activities'. | | | |
| | Do you consider yourself to be disabled under the Disability Discrimination Act? | Yes | No | |

| | | | | |
|---------------------|------------|-----------|-------------|----------------|
| Religion and Belief | Buddhist | Christian | Hindu | Jewish |
| | Muslim | Sikh | No Religion | Other Religion |
| | Undeclared | | | |

| | | |
|--------------------|--|---|
| Sexual Orientation | Heterosexual (<i>Orientation towards people of the opposite sex</i>) | Bisexual (<i>Orientation towards people of the same and opposite sex</i>) |
| | Lesbian or Gay (<i>Orientation towards people of the same sex</i>) | Undeclared/Declined to Specify |