

Private and Confidential

Application No.

Job Ref No.



St Andrew's Primary as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, faith, sexual orientation or disability, nor be disadvantaged in any unjustifiable way by any other condition.

Please read the accompanying note 'How to complete the Application Form' before completing this form

1

Application for the post of

Section/Location/School/Establishment St Andrew's CE Primary Grade

To be returned by

2

Title Forename Surname

Previous name(s)

Home Address

Postcode

Telephone Number(s) Home Preferred Mobile Preferred Work Preferred
Please indicate a preferred Method of contact.

May we contact you at work? Yes No

Email address

If you supply an email address you are agreeing to receive all further correspondence regarding your application via email.

National Insurance number

3

Present post/job title

Name and address of present employer

Date appointed Salary/grade Notice period

Previous employment and voluntary experience

(Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving

DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET.



St Andrew's Out of School Club

4

Education (details of Secondary Schools, Colleges, Universities and Professional Education)

Schools/Colleges/Universities and Professional Education
(including start and end dates)

*Qualifications obtained
(including Awarding Body, grades and dates)

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**Certificates for qualifications shown as essential will be checked at interview*

5

Current course of study (if any) and the date you expect to complete it

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6

Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training, etc.)

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7

Experience or achievements

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.

Also include any appropriate voluntary and other interests (membership of relevant societies etc.)

Please use an additional sheet if necessary.

8

Disclosure of Criminal Background (please refer to enclosed advisory notes)

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

 Yes No*(Click as appropriate)*

If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked confidential and take along to interview if successful.

You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and / or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.

Please note the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring Service web site.

If this post involves working with children or vulnerable adults

I certify that I am not included on the Children's Barred List or Adults' Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

Signed:

Date:

9

Do you hold a current full driving licence for a car (or other relevant vehicle)? *(Click as appropriate)*

 Yes No Not required for post

10

Do you consider yourself to have a disability, or to be a deaf person?

For a definition, see our advice note 'How to complete the application form'.

 Yes No*(Click as appropriate)*

11

With your agreement, we will provide your contact details to Trade Unions for recruitment purposes, so that they can contact you with information about membership. Shared details will include name, address, job title and location. If you don't agree to your information being passed on to Trade Unions, please tick the box

12

Canvassing directly or indirectly will disqualify candidates. State whether you are related to or have a close relationship with any existing employee or employer (including councillors and governors)

13

By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice. I certify that my application does not breach terms of a voluntary redundancy/severance agreement.

Signed:

Date:

Details of Referees

Please give the name, address and occupation of two referees and state their relationship to you (eg employer/ supervisor/tutor). Where appropriate, one referee should be your current or most recent employer. **Please refer to the guidelines for advice on appropriate referees.**

The Authority reserves the right to seek any further references deemed appropriate.

1	2
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.....
Postcode Telephone No.	Postcode Telephone No.
Email address	Email address
.....
Relationship	Relationship

Please return your completed application for to :

**Mrs C Wilkinson
C/o St Andrew's CE Primary
Springfield Street
Oswaldtwistle
BB5 3LG**

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone us if you wish to check on the progress of your application, quoting the job reference number.

Recruitment Monitoring in Employment

MONITORING JOB APPLICANT'S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **WITH** your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

Details of the job you have applied for

Directorate/DSO: Job title

Job Ref: Grade:
(if known)

<p>1. Name (in block capitals)</p> <p>2. I am: (Please check the appropriate box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">MALE</td> <td style="text-align: center; padding: 5px;">FEMALE</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> </tr> </table> <p>3. I consider my marital status to be Please note: If you are widowed or divorced and you live alone, please check 'single'.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Single</td> <td style="text-align: center; padding: 5px;">Married</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> </tr> </table> <p>4. Date of Birth</p>	MALE	FEMALE	<input type="checkbox"/>	<input type="checkbox"/>	Single	Married	<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Please check the box which best describes your ethnic/cultural/racial origin</p> <p>(O) <input type="checkbox"/> White British</p> <p>(9) <input type="checkbox"/> White Irish</p> <p>(H) <input type="checkbox"/> Any other White background (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <p>(J) <input type="checkbox"/> Mixed White and Black Caribbean</p> <p>(K) <input type="checkbox"/> Mixed White and Black African</p> <p>(L) <input type="checkbox"/> Mixed White and Asian</p> <p>(M) <input type="checkbox"/> Any other Mixed background (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <p>(4) <input type="checkbox"/> Asian or Asian British Indian</p> <p>(5) <input type="checkbox"/> Asian or Asian British Pakistani</p> <p>(6) <input type="checkbox"/> Asian or Asian British Bangladeshi</p> <p>(8) <input type="checkbox"/> Any other Asian or Asian British background (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <p>(1) <input type="checkbox"/> Black or Black British Caribbean</p> <p>(2) <input type="checkbox"/> Black or Black British African</p> <p>(N) <input type="checkbox"/> Any other Black or Black British background (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <p>(7) <input type="checkbox"/> Chinese</p> <p>(A) <input type="checkbox"/> Any other ethnic group (please type in)</p> <div style="border: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	<p>6. Do you consider yourself to have a disability or to be a deaf person? <input type="checkbox"/></p> <p style="text-align: right;">YES</p> <p>(Please see the definition of disability in the advice note 'How to complete the application form'.)</p> <p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;">NO</p> <p>7. How did you find out about this job? (Please check the appropriate box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Internal circular</td> <td style="text-align: center; padding: 5px;">Job centre</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Newspaper/journal (please say which)</td> <td style="text-align: center; padding: 5px;">Internet (please say which site) or other source...</td> </tr> <tr> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 10px;"><input type="checkbox"/></td> </tr> </table> <p style="text-align: center; font-weight: bold; margin-top: 10px;">Thank you for your assistance. Your co-operation will help promote equality of opportunity</p>	Internal circular	Job centre	<input type="checkbox"/>	<input type="checkbox"/>	Newspaper/journal (please say which)	Internet (please say which site) or other source...	<input type="checkbox"/>	<input type="checkbox"/>
MALE	FEMALE																	
<input type="checkbox"/>	<input type="checkbox"/>																	
Single	Married																	
<input type="checkbox"/>	<input type="checkbox"/>																	
Internal circular	Job centre																	
<input type="checkbox"/>	<input type="checkbox"/>																	
Newspaper/journal (please say which)	Internet (please say which site) or other source...																	
<input type="checkbox"/>	<input type="checkbox"/>																	

DATA PROTECTION ACT 1998 – FAIR PROCESSING STATEMENT

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998. The “data controller” in respect of information about job applicants for this post is Mrs Wilkinson, Headteacher at St Andrew’s Primary School.

We will use the information for recruitment purposes and, if you are successful, this information will be used for your personal employment data. If you are unsuccessful, we will keep your application for a maximum of 12 months from the closing date and then destroy it. We use equal opportunities information for statistical monitoring purposes which is unrelated to named individuals.

With the applicant’s consent, we may keep details of unsuccessful applicants for casual posts for longer than 12 months.

St Andrew’s Primary contact for data protection matters is:

The Data Protection Officer

Springfield Street

Oswaldtwistle

BB5 3LG

email: head@st-andrews.lancs.sch.uk

Note: Please return your completed application form to the postal address or the email address shown on page 7. To enquire by phone about this application, please call the number on page 7.

FINAL CHECKLIST

Please ensure that you have:

- filled in all relevant parts of the form
- signed and dated the form
- correctly addressed the return envelope as directed on page 7
- completed the monitoring form (this is essential if your application is to be considered)
- read and understood the Data Protection Act - Fair Processing Statement details above
- correctly responded to the question on criminal convictions.