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| A blue and white logo  Description automatically generated**Spalding Grammar School**  **Application Form for Employment** |

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| **Post details** | |
| **Job title** |  |
| **Your application should be submitted to** | Mrs D Haslam, Headteacher’s PA  ([dhaslam@spaldinggrammar.lincs.sch.uk](mailto:dhaslam@spaldinggrammar.lincs.sch.uk)) |

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| **Personal details** | |
| **Full name** |  |
| **Title** |  |
| **Previous surname(s)** |  |
| **Home address (inc. postcode)** |  |
| **Mobile number** |  |
| **Landline number** |  |
| **Email address** |  |
| **National insurance number** |  |

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| **Teaching information (for completion by candidates applying for teaching posts only)** | |
| **Do you have qualified teacher status (QTS)?** | Yes  No |
| **Date qualified as a teacher, if applicable** |  |
| **DfE reference number** |  |
| **Subject specialism(s)** |  |
| **Are you an Early Career Teacher (ECT)?** | Yes  No |

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| **Employment history** | |
| **Current or most recent role** |  |
| **Start date** |  |
| **End date** |  |
| **Salary** |  |
| **Number of hours per week** |  |
| **Length of notice period** |  |
| **Employer’s name** |  |
| **Employer’s address** |  |
| **Employer’s telephone number** |  |
| **Brief description of duties** |  |
| **Reason for wishing to leave** |  |

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| **Employment history (to cover entire period of time since leaving full-time education)** | | | | | | |
| **Employer’s name and address** | **Position held** | **Salary** | **FT or PT?** | **Reason for leaving** | **Dates** | |
| **Start** | **End** |
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| **Education and qualifications** | | | | | |
| **Qualifications** | **Results (grade or classification)** | **School, college or university** | **Method (e.g. full-time course)** | **Period of study** | |
| **Start** | **End** |
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| **Other training** | | | |
| **Details** | **Outcomes** | **Dates** | |
| **Start** | **End** |
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| **Personal statement and additional information** |
| **Note to applicant:** Please use this space to submit a personal statement in support of your application. This should be no longer than 500 words and should give any additional relevant information, including details of your professional and leisure interests alongside any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification. |
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| **References** | |
| It is our policy to take up references for shortlisted candidates. If you are known to your referee/s by a former name, please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.  We reserve the right to take up references with any previous employer.  Your current employer will be asked to provide a reference, in which details of the following will be asked:   * Any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired; * Whether you have been the subject of any child protection concerns and any outcomes from this   Please provide two references below, with your most recent employer as ‘Referee A’. | |
| **Referee A** | |
| **Name of referee** |  |
| **Referee job title** |  |
| **Capacity in which known** |  |
| **Referee email address** |  |
| **Referee mobile number** |  |
| **Referee postal address** |  |
| **Referee B** | |
| **Name of referee** |  |
| **Referee job title** |  |
| **Capacity in which known** |  |
| **Referee email address** |  |
| **Referee mobile number** |  |
| **Referee postal address** |  |

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| **Confirmations (all boxes must be checked for your application to proceed)** |
| **Immigration, Asylum and Nationality Act 2006**  In accordance with the Immigration, Asylum and Nationality Act 2006, the school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for and have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview. |
| **I confirm that I am legally entitled to work in the UK** |
| **Safeguarding Vulnerable Groups Act 2006**  The school is obliged by law to operate a checking procedure for employees who have substantial access to children and young people. It is an offence to apply for a role involving regulated activity relevant to children if you are barred from engaging in such activity. |
| **I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children’s Barred List** |
| **Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)**  Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered ‘spent’ under the terms of the Act. Changes to the legislation in 2013, however, mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.  If you are the successful applicant, you will be required to have an Enhanced Disclosure & Barring Service disclosure and we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied. |
| **I agree that the appropriate enquiry may be made to the DBS** |
| **UK GDPR and Data Protection Act 2018**  The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the UK GDPR and Data Protection Act 2018. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy. |
| **I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other third-party processors for the purpose of this recruitment in accordance with Data Protection 2018 and UK GDPR.** |
| **Online searches**  As part of the recruitment process, online searches may be carried out including, but not limited to, the candidate’s social media pages and online presence. Candidates will not need to provide log in details as employers will use information available publicly online. |
| **I acknowledge that the employer may search online for any of my publicly available information** |

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| **Relationship disclosure** |
| A candidate for any appointment with the school must state below any known relationship to any member of staff, member of governing board or related to an employee of the school when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice. |
| **Are you related to any member of the governing board or existing employees of the school?**  **Yes**  **No**  **If yes, please give details:** |
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| **Declaration** | | | |
| **I declare that all of the information on this form is correct to the best of my knowledge, and I note that the withholding, falsification or omission of relevant information by a successful candidate are grounds for disciplinary action which may lead to dismissal.** | | | |
| **Signed** |  | **Date** | Click or tap to enter a date. |
| Electronic signature is acceptable; however, candidates called to interview will be asked for a ‘wet’ countersignature | | | |

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| **Disabled people** |
| The school is committed to interviewing all applicants who meet the selection criteria. Please indicate below if you consider yourself to have a disability for which adjustments may need to be made to ensure an interview would be accessible to you. This information will be used solely for the purpose of making any necessary arrangements. |
| **I have a disability that would require reasonable adjustments to be made at interview** |
| Reasonable adjustments required: |