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**website: www.thecrescentprimaryschool.co.uk**

**The Crescent**

# Application Form for Employment

**(Teaching and Support Staff)**

**Selhurst**

**Croydon**

**CR0 2HN**

Please complete all sections on this form and please note **CVs will not be accepted**.

If any sections do not apply to you, please enter ‘not applicable’.

**Application for the post of Position Ref No**

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| --- | --- | --- |
| First Name(s): | | Title: |
| Surname: | | |
| Any names by which you have been previously known: | | |
| Address: | | |
|  | | |
| Post code: | Tel no: | |
| Mobile no: | Email Address: | |
| NI Number: |  | |

## How would you like us to contact you about your application? Email Telephone

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| --- | --- | --- | --- |
| Working in the UK |  | | |
| Are you eligible to work in the UK/EEA? | Yes No | | |
| Do you require a work permit to work in the UK? | Yes No | | |
| Teachers only | | | |
| Teaching reference number | Date of qualification | | |
| Have you completed your induction year as a Newly Qualified Teacher | | YES | NO |

## Employment History

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that you include periods of unemployment.

If you are short-listed we will obtain references, which may cover a full three-year history, which could include time spent in education.

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| --- | --- |
| Name of Current/Last Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Period of Notice: | Reason for leaving: |
| Brief description of responsibilities: | |

**Previous employment**

|  |  |
| --- | --- |
| Name of Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
| Name of Employer:  Address: | From: To: |
| Job title: |
| Salary / Grade: |
| Reason for leaving: | |
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## Qualifications and training

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| --- | --- | --- | --- | --- |
| **Secondary Education** |  |  |  |  |
| **Name of School/ College** | **From** | **To** | **Qualification** | **Grade** |
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###### Training and Development

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

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| **Name of College/ University/Other** | **From** | **To** | **Qualification/Grade obtained** |
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**Professional Memberships/Qualifications**

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

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| --- | --- |
| **Name of Professional Body** | **Qualification/Membership and Date** |
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**Supporting Statement and Achievements**

Please use the space below to tell us how you meet the criteria for this post.

**It is essential that you refer to the person specification relating to the job for which you are applying when completing this section.**

You will find it useful to use the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

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## Referees

## Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information.

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| **Referee One: This referee must either be your current or previous employer**  If you are invited for interview may we approach this referee without further reference to you?  Yes No  Name:  Job title:  Email:  Address:        Post Code:  Relationship to you:  Telephone No: | **Referee Two:**  If you are invited for interview may we approach this referee without further reference to you?  Yes No  Name:  Job title:  Email:  Address:        Post Code:  Relationship to you:  Telephone No: |

**Declaration of Offences**

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| **Before completing this form, please read the following notes carefully.** |  |
| **Rehabilitation of Offenders Act 1974**  This post is exempt from the above act, as the nature of the job falls within the type of work  excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare  on this form all offences, convictions, cautions, bind overs or any court cases you may have pending.  Convictions will not necessarily be a bar to employment with the council.  As this post involves working with or has access to children or vulnerable adults and/or their records, the successful candidate will require an Enhanced Disclosure from the Disclosure & Barring Service in accordance with the Rehabilitation of Offenders Act 1974, the Police Act 1997 as amended by the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been cautioned or convicted of a criminal offence? | Yes |  | No |  |
| Have you ever been disqualified from working with children or vulnerable adults? | Yes |  | No |  |
| Do you have any unspent criminal convictions or cautions? | Yes |  | No |  |
| If you fail to disclose any criminal convictions or cautions, including those spent, it could result in withdrawal of the job offer, dismissal or disciplinary action by the Authority. | | | | |

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| If you do not have any, please write none. | | | |
| Details of offence(s) | | Place and date of Judgement(s) | Sentences(s) |
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| Possession of a conviction or caution will not necessarily mean that you won’t be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only. | | | |
| I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice. | | | |
| Name (Please print) |  | | |

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| Signed |  | Date |  |

EQUAL OPPORTUNITIES STATEMENT

The Crescent Primary School believes that its workforce should reflect the Croydon community and that all groups within the community should have equal access to the school’s employment opportunities.

The Crescent Primary School is committed to taking action to eliminate discrimination and, by redressing imbalances, to achieve genuine equality of opportunity. The Crescent Primary School has so far identified that women, disabled people and people from minority ethnic groups are under-represented in certain areas of the workforce. By monitoring our recruitment and the makeup of our workforce, we will ensure that our equal opportunity initiatives are having effect.

Recruitment, selection and promotion procedures are monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

There is a procedure for dealing with complaints about the selection process. For further information, please contact the Headteacher.

The Crescent Primary School welcomes people with disabilities. The following question is being asked to assist the Council in implementing the Disability Discrimination Act (DDA) 1995.

**Disability**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we will make adjustments or special arrangements, if required, to allow you to attend the interview should you be shortlisted for the role.

Do you have a disability you wish us to know about at this stage? Yes No

If yes, please let us know what access requirements you may have

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**Declaration**

Are you related to, or have a close personal relationship with any current employee or School Governor?

Yes No

If yes, please state their name and the position they hold:

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The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**Data Protection**

*The personal information submitted by you on this application form and in any accompanying documents will be used by persons the governing body delegates responsibility to and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the school against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept for 6 months if you are not short-listed and 2 years if you are. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc. I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. This School is under a duty to protect the public funds it administers and may use the information you have provided on this form within the School for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes*

**I authorise The Crescent Primary School to check the information supplied and hold all such information in both paper and electronic formats.**

***I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.***

If you are successful in your application you will be asked to sign this declaration

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workforce Monitoring**

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| Post applied for: |

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| In line with the Codes of Practice issued by the Equality & Human Rights Commission and as required by the Audit Commission, It will be appreciated if you will complete this section of the application form, which will be separated from the rest of the form before shortlist selection takes place.  You can be assured that this information will be treated in confidence and will not be available to shortlisting officers or interviewers. |

|  |  |
| --- | --- |
| **1. Gender**  Male  Female Prefer not to say | |
| **2. What is your ethnic group?**  Please choose one selection from A to E and then tick the appropriate box within your chosen section to indicate your cultural background. | |
| **A. White**  British | Irish |
|  | Any other White Background |
| **B. Mixed**  White and Black Caribbean | White and Black African |
| White and Black Asian | Any other Mixed Background |
| **C. Asian or Asian British**  Indian  Pakistani | |
| Bangladeshi | Any other Asian Background |
| **D. Black or Black British**  Caribbean  African | |
|  | Any other black background |
| **E. Chinese or other Ethnic Group**  Chinese Any other Background | |
| **F. Prefer not to say** | |

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| **3. Do you consider that you have a disability as defined by the Equality Act 2010?**  This means long term illness, health problem or disability that limits your daily activities or the work you can do. Yes  No |
|  |

**4. To Which of the Following Age Groups do you belong (Delete as appropriate)**

Under 20/20-29/30-39/40-49/50-59/60 and over

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|  |

**5. What is your religion? This question is optional. These categories are based on the 2001 census. (Delete as appropriate)**

None/Christian/Buddhist/Hindu/Muslim/Sikh/Jewish/Other

**If “Other” Please specify?**

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**6. What is your sexuality? This question is optional. (Delete as appropriate)**

Heterosexual/Gay Man or Lesbian/Bisexual/Prefer Not to say

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| **7. Date of Birth**  **8. Where did you see this post advertised?** |

**Checklist**

**Before you submit your application, please check that you have:**

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|  |  |
| --- | --- |
| Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job |  |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to |  |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience |  |
| Attached additional information if you have run out of space |  |
| Kept a copy of your completed application form and Job Description and Person Specification |  |
| Made sure that your application form will be received by the closing date  ***NB if you are sending your form in the post, please ensure that you attach the right amount of postage*** |  |

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| **What happens next?** |
| Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted |