

HEDDON-ON-THE-WALL ST. ANDREW'S CE PRIMARY SCHOOL

APPLICATION FORM

Heddon-on-the-Wall St. Andrew's CE Primary School is fully committed to the principles of safer recruitment, ensuring that safeguarding and promoting the welfare of children is central to our recruitment process.

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|--|--------------------|
| Post Applied for: | Vacancy No: |
| For Teaching Posts please X the box if you are a newly qualified teacher (NQT) or if you are completing your training. (An NQT is required to serve a statutory induction period). <div style="float: right; margin-top: 5px;"><input type="checkbox"/></div> | |

| Section 1: Personal Details | | | |
|--|--|-------------------------|--|
| Forename(s): | | Surname: | |
| Former Names (if applicable): | | | |
| Current Address: | | Contact Details: | |
| Post Code: | | Mobile: | |
| | | Telephone: | |
| | | Email: | |
| National Insurance Number: | | | |
| Disability: | | | |
| Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.) | | | |
| Section 2: Education, Training and Qualifications | | | |

| Secondary Education | | |
|--|---|----------------------------|
| Name and location | Examinations passed with grades | Date qualification awarded |
| | | |
| Higher Education | | |
| University/College/Organisation | Course undertaken and qualifications passed with grades | Date qualification awarded |
| | | |
| Courses attended in the last 5 years (including denominational Qualifications) Please include organising body, course title, dates and duration | | |
| | | |

Please list any relevant professional bodies of which you are a member:

| | |
|--|--|
| | |
| | |
| | |

Section 3 – Employment History

Present Post (or if not in employment your last employer)

| Present Employer | Address |
|------------------|---------|
| | |

| Annual Salary | Point on Scale | Date of appointment |
|---------------|----------------|---------------------|
| | | |

| Reason for leaving: |
|---------------------|
| |

Previous Employment (please complete in chronological order starting with the most recent first)

Include details of all full and part time posts, periods of employment before dates of qualifications and an explanation for any gaps in employment. Please include college if applying for your first appointment. (Use a continuation sheet if necessary).

| From: | To: | Name and Address of Employer | Position Held | Reason for Leaving |
|-------|-----|------------------------------|---------------|--------------------|
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SECTION 4 - SUPPORTING STATEMENT

Please provide a written statement of **no more than 1,000 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

Section 5: References

Please give the name and address of two professional referees. One of these should be your present or most recent employer. If you are applying for a teaching post and not currently working as a teacher, include as a referee the school/college or local authority at which you were most recently employed. **References will be taken up prior to interview.**

| | | | |
|-------------------------------|--|-------------------------------|--|
| Title: | | Title: | |
| Name: | | Name: | |
| Position: | | Position: | |
| Name of establishment: | | Name of establishment: | |
| Address: | | Address: | |
| Postcode: | | Postcode: | |
| Email: | | Email: | |
| Tel No: | | Tel No: | |

Section 6 - Declarations

Declaration of Criminal Offences

This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to disclose all offences, convictions, cautions, reprimands, warnings or bind-overs you have that are current or 'spent' or any court cases that you have pending.

| Details of Offence(s) | Place and Date of Judgement(s) | Sentence(s) |
|-----------------------|--------------------------------|-------------|
| | | |
| | | |
| | | |

As the occupant of this post will have substantial access to children, a disclosure request will be made to the appropriate organisations to ascertain whether their records reveal any criminal convictions (including spent convictions). **Failure to disclose any criminal conviction could prevent further consideration of an applicant for appointment.**

Additional Notes

Canvassing member of the selection panel directly or indirectly shall be a disqualification from consideration;

If you are not notified within 7 days of the closing date for applications you may presume that you have not been selected for interview.

Canvassing, false or misleading information or non-declaration could disqualify an application.

Immigration, Asylum and Nationality Act 2006

Heddon-on-the-Wall St. Andrew's CE Primary School will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. Please tick the box to confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested.

Data Protection Act 1998

Please tick the box below to confirm that you give your consent to Heddon-on-the-Wall St. Andrew's CE Primary School for personal information (any information which may be considered personal data and/or sensitive data within the definitions of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited agencies or organisations in accordance with the Data Protection Act 1998

I declare that the information given in this application form is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for my employer to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

Print Name

Signed

Date

Where did you hear about this vacancy? (Please tick all that apply)

TES

Schools North East Jobs Board

School website

Twitter

Word of mouth

Other (please specify)

| |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

Please return this application form via email to admin@heddon-school.co.uk or by post to:

Mr. A. Wheatley,
 Headteacher,
 Heddon-on-the-Wall St. Andrew's CE First School,
 Trajan Walk,
 Heddon-on-the-Wall,
 Northumberland.
 NE15 0B

HEDDON-ON-THE-WALL ST. ANDREW'S CE PRIMARY SCHOOL

EQUALITIES MONITORING FORM

| | |
|--------------------------|--------------------|
| Post Applied for: | Vacancy No: |
|--------------------------|--------------------|

Heddon-on-the-Wall St. Andrew's CE Primary School wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Please complete this section of the application form which will be separated from the rest of the form before shortlisting takes place.

You can be assured that the information will be treated in confidence and stored securely.

Please tick the appropriate box:

Gender Male Female Prefer not to say

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', please discuss this with the appointing officer.

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please state:

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual

Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please state:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Prefer not to say Any other mixed background, please state:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese

Prefer not to say Any other Asian background, please state:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please state:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please state: