

APPLICATION FORM

Heddon 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.

Post Applied for: Cleaner	Vacancy No: HSA2001
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;"><input type="checkbox"/></div>	

Section 1: Personal Details			
Forename(s):		Surname:	
Former Names (if applicable):			
Current Address:		Contact Details:	
		Mobile:	
		Telephone:	
		Email:	
Post Code:		Teacher Reference Number:	
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

Initial Teacher Training (NQT's please include ITT courses undertaken)

University/College/Organisation	Qualifications passed/awaiting result	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:

Special Interests and Relevant Experience

Please give details of your recreational and cultural interests, voluntary work and any other special skills you have

SECTION 4 - SUPPORTING STATEMENT

Please provide a written statement of no more than 1,300 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. You should pay particular attention to the national standards for the position for which you are applying.

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: (not personal)		Email: (not personal)	
Tel No:		Tel No:	

Print Name

Signature.....

Date.....

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 bindovers 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.**

If appropriate: Relationships and Canvassing

Please declare below any family or close relationship with an existing employee, governor or Trustee of any school in Pele Trust. **Canvassing or non-declaration could disqualify an application.**

Immigration, Asylum and Nationality Act 2006

Heddon 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 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 NAME.....**Signature**.....

Date.....

Please return this application form via email to admin@heddon-school.co.uk or by post to Heddon St Andrew's CE Primary School, Trajan Walk, Heddon on the Wall, Newcastle upon Tyne. NE15 0BJ

ST ANDREW'S CE PRIMARY SCHOOL

EQUALITIES MONITORING FORM

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

Heddon 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: