

Private and confidential
JOB APPLICATION FORM
School Staff

E&D ID no:
 (for office use only)

[insert school I

Vacancy Details TA Level 2

Job Title		Email or post completed form to: <i>[insert contact details]</i>
Closing Date		
Job Ref		
Date Received		

Personal Details

Last Name		First Name(s)	
Address		Telephone (home)	
		Telephone (work)	
Postcode		Mobile	
Email			
Have you previously been employed by Nottingham City Council, a Nottingham school or a neighbouring authority? If yes, please specify		Yes	No
Are you eligible to work in the UK?		Yes	No
National Insurance Number			
Teacher Registration Number (teachers only)			
Referee Details Please give the names of two referees. One of your referees must be your present/last employer. If you have not been previously employed then headteachers/lecturers, employment advisors etc. are acceptable. Please note that is our policy for this particular post to take up references prior to interview, and that we reserve the right to approach any of your previous employers for a reference, in addition to any listed. Friends and relatives are not acceptable as referees. Please contact the school directly if you wish to discuss this further.			
First Referee (current or last employer)		Second Referee	
Name and address		Name and address	
Telephone Number:		Telephone Number:	
Email Address:		Email Address:	
How do they know you?		How do they know you?	

Current/Last Occupation

Name and address of current/last employer	Job Title	
	Start Date	
	Notice Required	
	Salary (noting any additional payments)	
	Date and reason for leaving (if applicable)	
Brief description of duties:		

Previous employment (most recent first and including any temporary, unpaid or voluntary work experience). The reason for leaving must be stated in every case.

Date from Month/Year	Date to Month/Year	Employer	Job title	Salary	Reason for leaving

Membership of professional bodies – Proof of post specific membership will be required. Please state if you are a member of a particular institute or registered body relevant to the post for which you have applied.

Name of body	Category of membership	Date of joining	Qualification (if applicable)

Education/Training relevant to this job (please note you may be required to produce original documents/proof of qualifications)

Date From	To	Secondary Schools, Colleges, Universities attended – including part time	Subjects and qualifications (gained or pending)	Result

Other qualifications and attendance at training courses relevant to this job

Organising body	Course title	Duration	Date

Personal Statement

Please attach additional sheets to explain how you meet each of the requirements marked in column 'A' of the person specification.

You can use experience, knowledge, skills and abilities gained from paid, unpaid, voluntary work, training, life experiences, education and leisure interests to demonstrate how you meet the criteria.

Please ensure that the statement is named and identifies the post applied for and is secured to the rest of your application details.

Please note that C.V.'s can only be considered alongside a fully completed application form and additional sheets. CVs are only acceptable for school leadership posts.

Protection of Children: Disclosure of a Criminal Background

Nottingham City Council is committed to the protection of all those who use its services and of its employees. The City Council is also committed to the promotion of Equality & Diversity and welcomes applications from people who have a criminal record as long as that does not affect its duty of care to others.

If you are appointed, in order to protect children and vulnerable adults, the authority will require you to comply with the employment checks relevant to your post (see job details for further information).

All employees in schools are required to pass an enhanced Disclosure and Barring Service (DBS) check, which will identify whether you have any criminal convictions, including cautions and reprimands.

Rehabilitation of Offenders Act (1974)

Use this web link for Government information on declaring convictions to employers

<https://www.gov.uk/exoffenders-and-employment>

You can read further guidance on this issue from the charities [Unlock](#) and [Nacro](#).

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The existence of a criminal background does not automatically mean that you cannot be appointed, but it may do so.

Do you have any unspent conditional cautions or convictions? Yes ☐ No ☐

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes ☐ No ☐

If you have answered yes to either question, please provide details of your criminal record in the space below.

[Click or tap here to enter text.](#)

Data Protection

The accompanying Privacy Notice explains about the data that will be held on you by the School and City Council and explains how that data will be used. Information will be held in accordance with the General Data Protection Regulations and Data Protection Act 2018. Please confirm that you have read and understand the Privacy Notice:

I confirm that I, _____ (print name), have received a copy of the School's Privacy Notice and that I have read and understand it.

Signed: _____ Date: _____

Application Certification and Signature

You are advised that information given on this form may be checked for accuracy.

I certify to the best of my knowledge the information given on this application form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
School A/F June 2021

may be subject to checking. I have not canvassed anyone directly or indirectly associated with this role in connection with this application and I will not do so.

Signed:

Dated:

General details

Where did you find out about this vacancy?	
Are you related to or partner of any employee or governor of the School? If yes, please give details.	
Please give details of any dates during the next four weeks when you would not be available for interview.	
Do you have any requirements that you would like us to consider to enable you to fully participate in the selection process? (e.g. wheelchair access, sign language interpreter, additional reading time etc.) If yes, please give details.	

Thank you for applying for this job. If we have not contacted you within 10 working days of the closing date, please assume your application was unsuccessful on this occasion.

[Please insert page break if necessary - this page should be provided as a stand-alone document, sent out with the application form, so that it can be removed before shortlisting to ensure anonymity]

EQUALITY AND DIVERSITY MONITORING FORM

E&D ID no:
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We aim to have a workforce that represents the communities we serve. We welcome applications from all sections of the community. The information you provide below does not form part of the recruitment process and will be detached from your application.

Job Title		Vacancy Reference No.	
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Date of birth		Age		Gender	Male ☐	Female ☐
Do you consider yourself to be disabled? Yes ☐ No ☐						
Do you have any long-term illness, health problems or disability that, with or without the use of aids or medication, limits your daily activities? (Please see Guidance Notes for definition of long-term and aids) Yes ☐ No ☐						

My racial/ethnic origin is:

A. White	B. Mixed	C. Asian or Asian British	D. Black or Black British	E. Chinese or Other Racial Group
British ☐	White & Black Caribbean ☐	Indian ☐	Black Caribbean ☐	Chinese ☐
Irish ☐	White & Black African ☐	Pakistani ☐	Black African ☐	Other Racial Group ☐
Other White ☐	White and Asian ☐	Bangladeshi ☐	Other Black ☐	
	Other Mixed ☐	Other Asian ☐		
If other, please state	If other, please state	If other, please state	If other, please state	If other, please state

My religion is:

None ☐	Buddhist ☐	Hindu ☐	Jewish ☐
Muslim ☐	Sikh ☐	Other ☐	
Christian ☐ (including Church of England, Catholic, Protestant and all other Christian Denominations)			

My sexual orientation is:

Bisexual ☐	Gay man ☐	Gay woman/lesbian ☐
Heterosexual/straight ☐	Other ☐	Prefer not to say ☐

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