

**Post** ..... **School/Service** .....

**If part time or job share, state preferred days/times** .....

**Note:** As you are currently employed at this School/Service, we already hold your personal details and a record of your employment and other background up to the date you were appointed to your present position. In these circumstances, you are not required to complete a full application for this post. Instead, you are asked to complete this shortened application form which will provide up to date details of your most recent history.

Surname:

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First name(s):

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Title (Mr/Mrs/Ms/Miss/Other):

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***Qualifications and Training***

NB. You only need to enter details of any qualifications and training completed (or in progress) since you were appointed to your current post and/or last provided this information.

Details of degrees/diplomas and any other qualification obtained or in progress					
Full name and address of College, University or other Institution	Inclusive dates Month & Year		Degree/Course title	Grade/Class (or state if still in progress)	Main subject
	From	To			

Details of any Relevant Short Courses attended (You only need to give details within the past 5 years)		
Course Title and Organiser	Dates Attended	Any Other Relevant Information

Membership of Professional or Technical Associations (if applicable)			
Name of Association	Entry date to Membership	Status	Membership Number

***Other Employment, Voluntary Work or Activities***

Please provide details of any other employment, voluntary work or activities that you currently undertake, or have undertaken since you were appointed to your present post and/or last provided this information.						
Employer/Organisation	Nature of Business	Position held	Full time/Part time	Inclusive dates Month & Year		Reason(s) for Leaving
				From	To	

***Statement in Support of Application***

In this section you are asked to detail, by providing evidence and/or examples, how your knowledge, skills and abilities, or any other factors, relate to the criteria listed on the Person Specification sent to you with the Job Information Pack.

**Please continue on a separate sheet if necessary**

## Referees

Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current or last employer. If your employer is/was a school, the referee provided must be the Head teacher. (NB. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children). You should be aware that referees will be asked about disciplinary/capability investigations or warnings, as well as any in which the penalty is time expired, if they relate to child protection issues. (They will not be asked to provide information on allegations proven to be false, unsubstantiated or malicious). If you are subsequently made a conditional offer of employment, further information may be sought from referees about health and absences.

(a) Name

Address

Tel:

Fax:

E-mail:

Status:

Our normal practice is to take up references prior to interview.  
Can we contact referee (a)?

YES  NO

(b) Name

Address

Tel:

Fax:

E-mail:

Status:

Our normal practice is to take up references prior to interview. Can  
we contact referee (b)?

YES  NO

*(NB. If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted)*

State any date(s) inconvenient for interview:.....

### ***Compulsory Declaration of any convictions, cautions or reprimands, warnings or bind-overs***

It is the Councils and School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions, reprimands and warnings that you have which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NARCO and UNLOCK.

If you are invited to interview you will be required to disclose your criminal record on a 'Declaration of Unspent and Relevant Spent Criminal Offences' form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

### ***Data Protection***

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

## Notes

- a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

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## Declaration

Do you have a close relationship with, and/or are you related to, any employee, worker, volunteer, Governor or anyone else connected with the School/PRU, or any Senior Officer or Councillor of the London Borough of Enfield?

YES  NO  (Tick as appropriate)

If YES, state details .....

I understand that canvassing elected members of the Council, School Governors or School staff, directly or indirectly, for any appointment, will disqualify my application.

I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body. I understand It is an offence to apply for a role engaging in regulated activity relevant to children if you are barred from doing so.

In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used as specified above.

I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.

I hereby declare that information given on this form is complete and accurate.

Signature of applicant: .....Date: .....

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Please return form to:

## EQUAL OPPORTUNITIES

*This sheet will be separated from your application form on receipt. The information you supply here plays no part in the selection process. It is used to monitor the effectiveness of our Equal Opportunities Policy. The information will be treated in the strictest confidence. Please complete A, B, C and D below and overleaf.*

**A.** Please tick the appropriate box that best describes your ethnic origin. (For additional guidance, see notes below as indicated against each category).

CATEGORY	SUB-CATEGORY	Tick ONE Box only
White	White – British (See 1. below)	
	White – Irish	
	Any Other White Background (See 2. below)	
Mixed/Dual Background	White and Black Caribbean	
	White and Black African	
	White and Asian (See 3. below)	
	Any Other Mixed background (See 4. below)	
Asian or Asian British	Indian	
	Pakistani (See 5. below)	
	Bangladeshi	
	Any Other Asian Background (See 6. below)	
Black or Black British	Black Caribbean	
	Black African (See 7. below)	
	Any Other Black Background (See 8. below)	
Chinese (See 9. below)		
Any Other Ethnic Group (See 10. below)		

1. English, Scottish, Welsh and Other White British.
2. Albanian, Bosnian-Herzegovinian, Croatian, Greek/Greek Cypriot, Greek, Greek Cypriot, Italian, Kosovan, Portuguese, Serbian, Turkish/Turkish Cypriot, Turkish, Turkish Cypriot, White European, White Eastern European, White Western European, White Other.
3. White and Pakistani, White and Indian, White and Any Other Asian Background.
4. Asian and Any Other Ethnic Group, Asian and Black, Asian and Chinese, Black and Any Other Ethnic Group, Black and Chinese, Chinese and Any Other Ethnic Group, White and Any Other Ethnic Group, White and Chinese, Other Mixed Background.
5. Mirpuri Pakistani, Other Pakistani, Kashmiri Pakistani.
6. African Asian, Kashmiri Other, Nepali, Sinhalese, Sri Lankan Tamil, Other Asian.
7. Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonian, Somali, Sudanese, Other Black African.
8. Black European, Black North American, Other Black.
9. Hong Kong Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, Other Chinese.
10. Afghan, Arab Other, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin/South/Central American, Lebanese, Libyan, Malay, Moroccan, Polynesian, Thai, Vietnamese, Yemeni, Any Other Ethnic Group.

**B. I consider that I have a disability**

**YES**  **NO**  **If YES, please state details of your disability.**

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**C. AGE. Please tick one box to indicate relevant category**

- |   |   |
|---|---|
| <b>16 – 20</b> <input type="checkbox"/> | <b>21 – 25</b> <input type="checkbox"/> |
| <b>26 – 30</b> <input type="checkbox"/> | <b>31 – 35</b> <input type="checkbox"/> |
| <b>36 – 40</b> <input type="checkbox"/> | <b>41 – 45</b> <input type="checkbox"/> |
| <b>46 – 50</b> <input type="checkbox"/> | <b>51 – 55</b> <input type="checkbox"/> |
| <b>56 – 60</b> <input type="checkbox"/> | <b>61 +</b> <input type="checkbox"/>    |

**D. Where did you find out about this post? Please tick box or state as indicated.**

***Advert in Times Educational Supplement (TES)***

***London Borough of Enfield website***

***Other***  ***Please specify***.....