



# APPLICATION FOR EMPLOYMENT



**For office use only**

Post No

Application No

*Please complete this form in black ink or typescript to facilitate photocopying. Please note a CV is not acceptable as a substitute.*

Position applied for: \_\_\_\_\_

## YOUR PERSONAL DETAILS

Surname

First name(s)

Title (Mr Mrs Miss Ms Dr Mx etc)

Address

Post Code

Telephone (Home)

(Work)

(Mobile)

E-mail Address

Date of Birth

For applicants to teaching posts, enter your DES reference number if you have one

National Insurance Number

Where did you see this post advertised?

## DETAILS OF CURRENT POST

Title

Name and address of employer

Salary

Date of starting

Notice required to terminate

Reason for Leaving

Telephone Number

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**EDUCATION BACKGROUND**

<b>Secondary School, College, University</b>	<b>Dates</b>	<b>Qualifications obtained</b>

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**RECENT COURSES ATTENDED**

<b>Institution</b>	<b>Course Title</b>	<b>Date(s) Attended</b>

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## CAREER HISTORY

(Supplement with a separate sheet if space is insufficient). Please list, in chronological order, your various full time and part time occupations from age 16 to the present time. Indicate periods of full-time education, employment, unemployment, raising a family, voluntary work etc. We consider all such experience to be worth consideration in your application for this post. Where employment was part-time, please give number of hours per week and the number of weeks worked. This may be needed for salary assessment.

From	To	Employer (if applicable)	Nature of Occupation	Reason For Leaving

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## REFERENCES

Details of two people to whom a professional reference can be made, one of which should be your current employer or most recent if unemployed.

1 Name	2 Name
Address	Address
Tel. No.	Tel. No.
E-mail Address	E-mail Address
Status	Status

The Trust will approach referees prior to interview unless you indicate that you do not wish us to do so by ticking this box

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**DRIVING LICENCE** *(Only to be completed where this is a requirement for the post)*

- (a) Do you hold a current driving licence? YES/NO
- (b) If 'YES' for which class(es) of vehicle? \_\_\_\_\_
- (c) Is your licence endorsed? YES/NO

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**REHABILITATION OF OFFENDERS ACT**

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 amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Only when an offence is relevant will criminal records be taken into account for recruitment purposes.

Applicants should note that it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

(a) Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO

(b) 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

Are you barred from working with Children or subject to any sanctions imposed by a regulatory body (e.g. GTC/ Teaching Agency)? YES/NO

If you have answered yes to either of the above questions, please provide dates and brief details in the space below. Alternatively, you can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.

I have attached details of my conviction separately \_\_\_\_\_ (please mark with an X if appropriate.)

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A copy of the Trust Recruitment Policy (including ex-offenders) is available on request.

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**DECLARATION**

Under the terms of the Data Protection Act the information you provide will be kept confidential and will only be used for the purpose of personnel management. I hereby give permission for personal information contained in this application to be stored and processed for the purpose of arriving at a selection decision and for sensitive data to be monitored for the purpose of equal opportunities monitoring. If appointed, the information will be used to form the basis of your personnel record.

I understand that appointment to the post will be subject to the receipt of satisfactory references, criminal background and medical clearance.

I declare that the information given above and in any supporting documents is true and that nothing has been omitted that would affect this application. I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

To assist those making a selection for this post to do so without regard to age, disability, gender re-assignment, marriage and civil partnerships, pregnancy and maternity, race, religion and beliefs, sex and gender and sexual orientation, we ask you to complete the enclosed equal opportunities form. This is removed on receipt of your application in our HR Department and not made available to anyone before or during the short listing procedure. The purpose of the equal opportunities form is to help us to monitor our recruitment and selection practices.

Your information will be stored both manually and electronically and will normally be disposed of after 12 months if your application is unsuccessful. Your details may be circulated to other people within the Trust for future relevant job opportunities. If you do not wish to be considered for any other future vacancies please indicate by ticking this box

**SUPPORTING STATEMENT**

**Upon completion return to: The Recruitment Department, Moorside High School, Cellarhead Road, Werrington, Stoke on Trent, Staffs, ST9 0HP or email to: [recruitment@mhs.potteries.ac.uk](mailto:recruitment@mhs.potteries.ac.uk)**



## EQUALITY MONITORING FORM

The Potteries Educational Trust is committed to the principle of equality for all regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion and belief, sex, or sexual orientation.

The Trust collects information from all job applicants on key characteristics which can be related to equal opportunities in employment. The information collected will be used to collect statistical information and will not be used for any purpose other than monitoring the Trust's performance in respect of equal opportunities for recruitment. It is not part of the selection process and will be separated from the application prior to short-listing.

**This information will be treated in the strictest confidence. Please help us in pursuing our commitment to equality by completing this monitoring form.**

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**Gender** Man  Woman  Transgender  Non-binary  Prefer not to say  If you prefer to use your own term, please specify here .....

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**Marital Status** Married  Single  Divorced  Separated  Widowed  Civil Partnership  Partner  Prefer not to say

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**Age** 16-19  20-29  30-39  40-49  50-59  60+

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### 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. Please tick the appropriate box

#### **White**

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in: .....

#### **Mixed/multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian

Prefer not to say  Any other mixed background, please write in:.....

#### **Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in: .....

#### **Black/ African/ Caribbean/ Black British**

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in: .....

**Other ethnic group**

Arab  Prefer not to say  Any other ethnic group, please write in:.....

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

Yes- Learning Difficulty  Yes- Physical Impairment  Yes- Mental ill Health  No   
Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:.....

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual

Prefer not to say  If you prefer to use your own term, please specify here

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**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 write in: