



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 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 _____

EDUCATION BACKGROUND

Secondary School, College, University	Dates	Qualifications obtained

RECENT COURSES ATTENDED

Institution	Course Title	Date(s) Attended

IMMIGRATION, ASYLUM, AND NATIONALITY ACT 2006

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. With reference to the accompanying Guidance Notes please confirm that you are able to provide the appropriate documents.

Yes No

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

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

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

REHABILITATION OF OFFENDERS ACT

Applicants/employees are required to declare any pending criminal prosecutions they may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants/employees do not need to disclose any 'protected' cautions or convictions as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Guidance and criteria about 'protected' spent convictions and cautions can be found on the [Disclosure and Barring Service website](#). Only when the conviction is relevant will criminal records be taken into account for recruitment purposes.

(a) Do you have any cautions (including any final warnings or reprimands) or convictions which are not 'protected' as defined by the Exceptions Order 1975 (as amended by the 2013 Exceptions Order) to the Rehabilitation of Offenders Act 1974?

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 here:

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

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 Personnel 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: PA to Headteacher, Moorside High School, Cellarhead Road, Werrington, Stoke on Trent, Staffs ST9 0HP or office@moorside.staffs.sch.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.

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

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

Age 16-19 20-29 30-39 40-49 50-59 60-69

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

.....

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:
