



Post applied for:	Grade/Scale:
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**PERSONAL: Please complete all sections to enable your application to be considered**

Surname: Mr/Mrs/Ms/Miss/Other	Other names:
If relevant please state other surname used previously:	Date of Birth:
Address:	Daytime ☎:
Postcode:	Evening ☎:
	e-mail:

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National Insurance No.

Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment.

Disabled Registration No. (if applicable)

**Registered Disabled Applicants who meet the criteria of the personnel specification will be guaranteed an interview**

**CURRENT EMPLOYMENT:** Please give details of your present/most recent post

Post held:	Scale/Allowance:
Name of employer:	Incremental Point:
Address:	Annual Salary:
	Full/Part-time (weekly hrs):
Main duties/responsibilities:	
Date appointed:	Date left (if applicable):
	Reason for leaving:

**EMPLOYMENT BACKGROUND:**

**Please provide chronological details of all previous employments (including any voluntary work) together with details of any periods of unemployment.**

[illegible]


## EDUCATION BACKGROUND:

### Secondary Education

Name of Institution	From Month/Year	To Month/Year	Qualifications Obtained (please indicate level, awarding body, subjects, grades and dates awarded N.B. certification will be required)

## FURTHER, HIGHER AND PROFESSIONAL EDUCATION:

Name of Institution	From Month/Year	To Month/Year	Qualifications Obtained (please indicate level, awarding body, subjects, grades and dates awarded)

## PROFESSIONAL DEVELOPMENT/TRAINING:

(State involvement in the last five years appropriate to your application)

Dates of Course	Length of Course	Details of Course

Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No

If Yes – please give details:

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## STATEMENT TO SUPPORT YOUR APPLICATION

Your application should be accompanied by a letter which should be no longer than two sides of A4 paper, font point 10, addressing the criteria laid down in the person specification.

## VALUING DIVERSITY

In order to comply with Equal Opportunities Legislation, please indicate if you have a disability?

YES/NO

If Yes, do you require any adjustments to the selection process?

YES/NO

If Yes, please give details in your application

## DRIVING LICENCE

Do you hold a current driving licence?

YES/NO

## DATA PROTECTION

In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties.

## REFERENCES

Please give the name and address of two people from whom references may be obtained, one of **these should be your current employer/Headteacher**. If not currently working with children then one reference should be from a previous employer in a role related to this client group, if applicable. Sharples School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore **references will be sought prior to interview. References from friends or relatives will not be accepted.**

1.

Tel:

e-mail:

Postcode:

2.

Tel:

e-mail:

Postcode:

**Please sign the declarations below.**

## **REHABILITATION OF OFFENDERS ACT 1974**

Owing to the nature and location of the work, the post is exempt from the previous provisions of the above Act, therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. **The Authority will check information provided under this heading.**

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.

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed **if you are invited for interview.**

Guidance about whether a conviction or caution should be disclosed can be found at [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975)

If you are invited for interview, please return The Rehabilitation of Offenders Act 1974 – Disclosure Form to the school **at least one day prior to interview** in a sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form". If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

**By checking the box you consent to a DBS Check(s) being made:** ☐

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

Have you at any time been convicted of a criminal offence?  
(including cautions, bind-overs and any pending prosecutions) YES/NO

If YES, please give details in strictest confidence:

Are you disqualified from working with children or subject to any  
sanctions imposed by a regulatory body i.e. TRA, NCTL, GTC? YES/NO

**I understand and accept that the Authority will check information under this heading**

Signature:

Date:

## **DECLARATION**

I declare that to the best of my knowledge and belief all statements contained in this form are correct and I understand that should I conceal any material I will be liable to the termination of my contract of service with such notice as may be appropriate.

Signature:

Date:

**Where did you see the advert for this post?**

Times Ed ☐

Your Council Jobs ☐

Other ☐

**This form, when completed, should be returned to: [recruitment@sharplesschool.co.uk](mailto:recruitment@sharplesschool.co.uk)**