Internal use only
Reference no:
Date received:

Employment Application Form: School Administrator (Maternity Cover)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title	

Part 1: Information for Shortlisting and Interviewing

Initials: Click or tap here to enter text. Surname or Family Name: Click or tap here to enter text.

Previous Surnames: Click or tap here to enter text.

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

2. Current/Most Recent Employment: If Teaching:

Name, address and telephone number of school:	
Type of school:	Boys: ☐ Girls: ☐ Mixed: ☐ Age range: Number on Roll:
Type of school: **(E.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.)**	

Name, address and telephone number of school:	
Job title: Please enclose a copy of the job description	
Subjects/age groups taught:	
Date appointed to this post:	
Salary:	
Date available to begin new job:	

3. Current/Most Recent Employment: If Non-Teaching

Name, and address of employer:	
Job title: Please enclose a copy of the job description	
Date appointed to this post:	
Current salary:	
Date available to begin new job:	

4. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Please enclose a continuation sheet if necessary.

Job title or position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	Full or part-time	Dates (DD/MM/YYYY)		Reason for leaving
				From	To	

5. Secondary Education and Qualifications

Name of school/college	From	To	Examination passed (i.e., A-Level, GCSE), subject and grade

6. Higher Education

Name and address of university, college and/or university education department	Dates		Full or part-time	Courses/ subjects taken and passed	Date of examination and qualifications obtained	Age groups for which trained
	From	To				

7. Professional Courses Attended as a Teacher

Subject	Organising body	Date(s)	Duration

8. Other Relevant Experience, Interests and Skills

9. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

Title and name	
Address and postcode	
Telephone number	
Email address	
Job title	
Relationship to applicant	

I consent to this reference being requested before interview.

Yes: ☐ No: ☐

Second Referee

Title and name	
Address and postcode	
Telephone number	
Email address	
Job title	
Relationship to applicant	

I consent to this reference being requested before interview.

Yes: ☐ No: ☐

10. Reference Declaration

In compliance with the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate.
- Details of the applicant's current post and salary.
- Performance history.
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign	
Print	
Date	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

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Part 2

Internal Ref. No.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

11. Personal Information

Surname or family name	
Previous surname(s)	
All Forenames	
Title	
Current address	
Postcode	
Home telephone number	
Mobile telephone number	
National insurance number	
Email address	
DfE reference number	
Do you have a current full clean driving licence? Only applicable for posts that require driving	Yes: ☐ No: ☐ N/A: ☐
Do you require sponsorship (previously a work permit)?	Yes: ☐ No: ☐ If YES please provide details under separate cover.

12. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. The School may also carry out an online search on shortlisted applicants.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) 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.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

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.

13. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

14. Data Protection – Data Protection Act 2018 and the UK General Data Protection (UK GDPR)

In compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our [Privacy Notice] and [Data Retention Policy] which can be found on our [website].

The person responsible for Data Protection in our organisation is [name of Data Protection Officer] and you can contact them with any questions relating to our handling of your data. You can contact them by [name, email/contact number].

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

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.

15. 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.

16. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant	
Print name	
Date	

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Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially, and access is strictly limited in accordance with the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR)as outlined in section 13.

Ethnicity	**Workforce census code**		**Please tick**
White	WBRI	British English Welsh Northern Irish Scottish	☐
	WIRI	Irish	☐
	WIRT	Traveller of Irish Heritage	☐
	WROM	Gypsy / Roma	☐
	WOTH	Any other White background	☐
Mixed	MWBC	White and Black Caribbean	☐
	MWBA	White and Black African	☐
	MWAS	White and Asian	☐
	MOTH	Any other Mixed background	☐
Asian or Asian British	AIND	Indian	☐
	APKN	Pakistani	☐
	ABAN	Bangladeshi	☐
	CHNE	Chinese	☐
	AOTH	Any other Asian background	☐
Black or Black British	BCRB	Black – Caribbean	☐
	BAFR	Black – African	☐
	BOTH	Any other Black background	☐
Other ethnic group	ARAB	Arab	☐
	CHNE	Chinese	☐
	REFU	Refused/Prefer Not to Say	☐
	OOTH	Any other ethnic group	☐

Sexual orientation	**Please tick**
Bi-sexual	☐
Gay man	☐
Gay woman	☐
Heterosexual	☐
Other	☐
Prefer not to say	☐

Gender	**Please tick**
Female	☐
Male	☐
Transgender	☐
Prefer not to say	☐

Personal relationship	**Please tick**
Single	☐
Living together	☐
Married	☐
Civil Partnership	☐
Prefer not to say	☐

Religion or belief	**Please tick**
No religion	☐
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	☐
Buddhist	☐
Hindu	☐
Jewish	☐
Muslim	☐
Sikh	☐
Any other religion (Please write in the box)	☐
Prefer not to say	☐

Disability **Do you consider that you have a disability?**	**Please tick**
Yes - Please complete the grid below	☐
No	☐
Prefer not to say	☐
My disability is:	
Physical Impairment	☐
Sensory Impairment	☐
Mental Health Condition	☐
Learning Disability/ Difficulty	☐
Long-standing illness	☐
Other	☐
Prefer not to say	☐

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