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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** |  | | | |  | | |
| **Name/**  **Former Name** |  | | | |
| **Address**    **Post Code** |  | | | |
| **e-mail** |  | | | |  | |  |
| **Contact Numbers Home** |  | **Mobile** |  | | **Work** | |  |
| **Passport No** |  | | | **National Insurance No** | |  | |
| **Do you have current & clean Driving Licence** |  | **Driving Licence Number** |  | | | | |
| **Do you have a current Enhanced DBS?** |  | **Current DBS Number** |  | | **Current DBS Date** | |  |
| **Teacher Reference No.  (If applicable)** |  | **Number of absences exceeding 3 days in the last 3 years due to illness** | | |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Present Employer** |  | | | **Telephone No** |  | | |
| **Email address** |  | | |
| **Present Post** |  | | | | | | |
| **Current Responsibilities** |  | | | | | | |
| **Start Date** |  | **Years at post** |  | **Present Salary** |  | **Expected Salary** |  |
| **Reason for leaving/wishing to leave** |  | | | | | | |
| **Notice required by present employer** |  | | | | | | |

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| --- | --- | --- | --- | --- |
| **Employment History  (***please continue on a separate sheet if necessary***)**  **Please provide details of any employment gaps since leaving school and give the reasons for the gap.** | | | | |
| **Dates (Month & Year)** | | **Previous employers (Most recent first-please account for all gaps in employment)** | **Position held and brief description of duties** | **Reason for Leaving and if any gaps, please give reason** |
| **From** | **To** |
|  |  |  |  |  |
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| **Training and Professional Qualifications from A level onwards** | | | | |
| **Month & Year** | | **Full name and town of College/University** | **Qualifications gained *(include subject of degrees,  teaching qualifications & all grades)*** | **Awarding Body** |
| **From** | **To** |
|  |  |  |  |  |
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| Professional Referees *Please note references will be requested prior to shortlisting. If you do not wish us to contact your employer prior to shortlisting could you state below.**(One must be your current or most recent employer – please state in what capacity the two referees are acting)* | | | |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Capacity/ Relationship** |  | **Capacity/ Relationship** |  |
| **Telephone No** |  | **Telephone No** |  |
| **Email Address** |  | **Email Address** |  |
| **Chase Grammar School reserves the right to contact any previous employer.**  **Please Note: This application form should be accompanied by a letter of application in which you should explain why you are applying for the position. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.** | | | |

**Chase Grammar School is committed to safeguarding the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service.**

**As part of your employment at Chase Grammar School, we need to request an Enhanced Disclosure and Barring Service background check. Where a role involves children, schools and colleges, it is a criminal offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children and** **providing false information could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS will be made**

**This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974**

**We need you to disclose any previous convictions and cautions in making the appointment. Please do so in the box below. Should you be shortlisted, you will be asked to complete a Disqualification Self-Declaration Form**

***If there are no previous convictions, write none.***

|  |
| --- |
|  |

**Please confirm you are not barred from working with children**

***If you are not barred from working with children, please write no***

|  |
| --- |
|  |

**In line with our Safer Recruitment process, if you reach the shortlisting stage, we will carry out an online search as part of due diligence on candidate’s public information within the framework of Government regulations as stated in Keep Children Safe In Education. Please provide details of your online platform usernames/handles in the box below**

|  |
| --- |
|  |

**Please confirm where you heard about this vacancy**

|  |
| --- |
|  |

**Declaration**

**I certify that the enclosed statements are, to the best of my knowledge, correct and understand that my contract of employment may depend on their accuracy. False statements which subsequently come to light may result in the termination of employment.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Equal Opportunities Questionnaire**

We are committed to ensuring that all job applicants and members of our staff are treated equally and not discriminated against on the grounds of sex, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, age or pregnancy/maternity. This form helps us to adhere to equal opportunities best practice and make progress towards identifying any barriers to diversity among our workforce. Please complete this form and return it with your application. The form will be separated from your application on receipt and will play no part in the recruitment process. Should your application be successful, the form will not be placed on your personnel file. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

* **Please state which job you have applied for and the closing date given for applications for that job.**

|  |  |
| --- | --- |
| Job applied for |  |
| Closing date for applications |  |

* **What is your gender (please tick)?**

(If you are currently undergoing the process of gender reassignment, please tick your future gender)

|  |  |
| --- | --- |
| Male | c:\e3_work\images\tick_box.tif |
| Female | c:\e3_work\images\tick_box.tif |
| Prefer not to say | c:\e3_work\images\tick_box.tif |

* **How would you describe your nationality and/or ethnicity (please tick)?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A**  White: |  |  |  |  |  |  |  |
| British - English, Scottish or Welsh | c:\e3_work\images\tick_box.tif | Irish | c:\e3_work\images\tick_box.tif | Any other White background | c:\e3_work\images\tick_box.tif |  |  |
| **B**  Mixed Heritage: |  |  |  |  |  |  |  |
| White and Black Caribbean | c:\e3_work\images\tick_box.tif | White and Black African | c:\e3_work\images\tick_box.tif | White and Asian | c:\e3_work\images\tick_box.tif | Any other Mixed background | c:\e3_work\images\tick_box.tif |
| **C**  Asian or Asian British: |  |  |  |  |  |  |  |
| Indian | c:\e3_work\images\tick_box.tif | Pakistani | c:\e3_work\images\tick_box.tif | Bangladeshi | c:\e3_work\images\tick_box.tif | Any other Asian background | c:\e3_work\images\tick_box.tif |
| D  Black or Black British**:** |  |  |  |  |  |  |  |
| Caribbean | c:\e3_work\images\tick_box.tif | African | c:\e3_work\images\tick_box.tif | Any other Black background | c:\e3_work\images\tick_box.tif |  |  |
| **E**  Chinese or other ethnic group: |  |  |  |  |  |  |  |
| Chinese | c:\e3_work\images\tick_box.tif | Other ethnic group | c:\e3_work\images\tick_box.tif |  |  |  |  |

**Is your age between (please tick):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16-24 | c:\e3_work\images\tick_box.tif | 25-29 | c:\e3_work\images\tick_box.tif | 30-39 | c:\e3_work\images\tick_box.tif |
| 40-49 | c:\e3_work\images\tick_box.tif | 50-59 | c:\e3_work\images\tick_box.tif | 60 or over | c:\e3_work\images\tick_box.tif |

* **How would you describe your sexual orientation (please tick)?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual/ Straight | c:\e3_work\images\tick_box.tif | Bisexual | c:\e3_work\images\tick_box.tif | Gay Woman / Lesbian | c:\e3_work\images\tick_box.tif |
| Gay man | c:\e3_work\images\tick_box.tif | Other | c:\e3_work\images\tick_box.tif | Prefer not to say | c:\e3_work\images\tick_box.tif |

* **How would you describe your religion?**

|  |  |
| --- | --- |
| My religion is: | ........................................................... |
| Prefer not to say | c:\e3_work\images\tick_box.tif |
| I am not religious | c:\e3_work\images\tick_box.tif |

* **The Equality Act 2010 (EA) defines that a person has a disability if:-**
* They have a physical or mental impairment;
* The impairment has a substantial and long term adverse effect on their ability to perform normal day to day activities.
* **For the purposes of the Act the following words have the following meaning:**
* 'substantial' means more than minor or trivial;
* 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions);
* 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping;
* **Do you consider yourself to have a disability under the EA (please tick)?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes | c:\e3_work\images\tick_box.tif | No | c:\e3_work\images\tick_box.tif | Don’t know | c:\e3_work\images\tick_box.tif |
| Used to have a disability but have now recovered | c:\e3_work\images\tick_box.tif | Prefer not to say | c:\e3_work\images\tick_box.tif |  |  |

* **Where did you hear about this job (please tick)?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School website | c:\e3_work\images\tick_box.tif | Friend or family | c:\e3_work\images\tick_box.tif | Job centre | c:\e3_work\images\tick_box.tif |
| Recruitment company (please specify which one) | c:\e3_work\images\tick_box.tif | Newspaper (please specify which one) | c:\e3_work\images\tick_box.tif | Other (please specify) | c:\e3_work\images\tick_box.tif |
| ............................................. | | ............................................. | | ............................................. | |