

Application Form School Staff

PLEASE READ GUIDANCE NOTES BEFORE COMPLETING FORM. IF HANDWRITTEN, PLEASE WRITE CLEARLY.

Vacancy			
School/Location			
Where vacancy advertised			
Do you have any family, close personal relationship or other connection with a pupil currently attending the school?			
PERSONAL DETAILS			
Title			
Forename(s)			
Known as			
Surname			
Previous Surname			
Home Telephone No.			
Mobile Telephone No.			
Work Telephone No.			
Address			
Email Address			
National Insurance No.			
Date of Birth			
Induction year completed			
Teacher Ref.		Date QTS Award/ EYP	

ACTION FOR EQUALITY

Milton Keynes Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor is disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

CURRENT OR LAST EMPLOYER						
School/Employer Name						
Local Authority						
Job Title						
Employer's Address (incl. postcode)						
Telephone		School Type				
Start Date		End Date				
Salary		Number on roll				
Qualified or Unqualified		Hours Worked	Full-time		Part time	
Reason for Leaving						
Please give a brief summary of duties						
When would you be available for employment?						

PREVIOUS TEACHING EMPLOYMENT						
Please list all posts, starting with the most recent post held and account for any gaps in employment. Please continue on a separate sheet if necessary.						
1 Local Authority						
Name of School						
Job Title						
Please give a brief summary of duties						
From		To				
Number on roll		Qualified or Unqualified				
School Type		Hours Worked	Full-time		Part time	
Reason for leaving						

2 Local Authority						
Name of School						
Job Title						
Please give a brief summary of duties						
From		To				
Number on roll		Qualified or Unqualified				
School Type		Hours Worked	Full-time		Part time	
Reason for leaving						

3 Local Authority						
Name of School						
Job Title						
Please give a brief summary of duties						
From		To				
Number on roll		Qualified or Unqualified				
School Type		Hours Worked	Full-time		Part time	
Reason for leaving						

4 Local Authority						
Name of School						
Job Title						
Please give a brief summary of duties						
From		To				
Number on roll		Qualified or Unqualified				
School Type		Hours Worked	Full-time		Part time	
Reason for leaving						

5 Local Authority						
Name of School						
Job Title						
Please give a brief summary of duties						
From		To				
Number on roll		Qualified or Unqualified				
School Type		Hours Worked	Full-time		Part time	
Reason for leaving						

PREVIOUS NON - TEACHING EMPLOYMENT, INCLUDING VOLUNTARY WORK

Please list all posts, starting with the most recent post held and account for any gaps in employment. Please continue on a separate sheet if necessary.

1. Name of Employer			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

2. Name of Employer			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

3. Name of Employer			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

4. Name of Employer			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

5. Name of Employer			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

EMPLOYMENT GAPS		
From	To	Reason for gap
From	To	Reason for gap
From	To	Reason for gap
From	To	Reason for gap
From	To	Reason for gap

Please continue on a separately if

EDUCATION

List all education establishments attended since age 11.

You will be required to provide evidence of qualifications essential to the role

School / College / University	Dates From - To	Examinations, Awards, Subjects and Results	Awarding Body

JOB RELATED TRAINING / CPD

List all relevant training attended.

You will be required to provide evidence of training essential to the role.

Course Title	Dates From - To	Provider

SUPPORTING STATEMENT

Drawing upon your experience, skills, abilities and qualifications, you must demonstrate their relevance to the job that you have applied for. Use the job profile and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You must also explain why you are applying for the job. (Continue on separate sheet if necessary).

This is an essential element of your application.

REFERENCES

Depending upon post, please give details below of at least two people who can provide information that will confirm your suitability for this post. One person **must be your current or most recent employer**. Please note that for certain posts the Council reserves the right to contact any previous employer and request a reference, in addition to the two detailed below.

References will not be accepted from relatives or people writing in the capacity of friends. References will be taken up prior to interview. **Please refer to guidance notes for further instructions.**

<u>Current/Most Recent Employer</u>			
Title & Name			
Position			
Relationship			
Address			
Postcode		Telephone	
Email Address			

<u>Previous Employer</u>			
Title & Name			
Position			
Relationship			
Address			
Postcode		Telephone	
Email Address			

<u>Previous Employer</u>			
Title & Name			
Position			
Relationship			
Address			
Postcode		Telephone	
Email Address			

<u>Previous Employer</u>			
Title & Name			
Position			
Relationship			
Address			
Postcode		Telephone	
Email Address			

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

Under the Immigration, Asylum and Nationality Act 2006, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and able to produce appropriate documentation at interview?

Yes ☐ No ☐

DISCLOSURE OF CRIMINAL CONVICTIONS

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the 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 or by going to <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

A conviction will not necessarily bar you from obtaining employment. However, failure to disclose any criminal convictions, in the event of your employment, **may result in disciplinary action or dismissal without notice.**

SAFEGUARDING STATEMENT

In accordance with the Disclosure and Barring Scheme, you are committing criminal offence by knowingly engaging in regulated employment, (i.e. working with children or vulnerable adults) if you have been barred from working with children or vulnerable adults.

As part of our commitment to safeguarding and promoting the welfare of children, the school may carry out an online search of shortlisted candidates. Information identified may be explored further during the recruitment process.

Are you currently barred from working with children or vulnerable adults?

Yes ☐ No ☐

Are you subject to any sanctions imposed by a regulated body e.g. Teacher Prohibition Order or have any other action pending against you?

Yes ☐ No ☐

SAFEGAURDING ALLEGATIONS		DISCIPLINARY HISTORY
A disciplinary investigation or disciplinary sanction relating to your conduct towards a young person?	Y/N	If yes, please provide details:
A local authority, police or regulatory body investigation relating to the safety or welfare of a child or young person?	Y/N	If yes, please provide details:
Are you currently subject to any investigation by an employer, police force, local authority, regulatory body or professional regulator that may be relevant to your suitability to work with children?	Y/N	If yes, please provide details:
A safeguarding allegation relating to a child or young person?	Y/N	If yes, please provide details:

FURTHER INFORMATION

If you are applying for a post which is open to job share, please indicate how you wish to work by ticking one of the following boxes:

Full Time only ☐

Job Share only ☐

Either ☐

CANVASSING

All forms of canvassing will automatically disqualify candidates from employment e.g., you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor, Officer of the Council, or a School Governor?

Yes ☐

No ☐

If yes, please give name

Role Held and Location

Relationship to you

MOBILITY

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

Yes ☐

No ☐

Note: The person specification will indicate what is required

Do you have a full current driving license?

Yes ☐

No ☐

DECLARATION

Please sign and date this form to confirm that the details entered are correct.

I certify that the information given on this form is factually correct and without omission to the best of my knowledge. I understand information from this form will be computerized for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 2018. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime.

WARNING: any person appointed to the authority having given false information will be liable to dismissal without notice.

Signature		
Date		

APPLICATION RETURN DETAILS

The completed application form should be returned to:

sbm@giffardpark.milton-keynes.sch.uk

or

Sian Rees
Giffard Park Primary School
Broadway Avenue
Giffard Park
Milton Keynes
MK14 5PY

PRIVACY NOTICE

We collect and use information about you so that we can ensure candidates fulfil the conditions of eligibility for appointment as a senior leader, also for fulfilling Milton Keynes Council's statutory responsibility around recruitment.

As part of the recruitment process, the school may undertake online searches of shortlisted candidates

Full details about how we use this data and the rights you have around this can be found at:

<https://www.milton-keynes.gov.uk/jobs-careers/candidate-zone-interview-guide-and-useful-links>

FOR OFFICE USE ONLY					
Reason for selection/non/selection	Shortlisting Stage	Yes	☐	No Reject	☐
	Interview Stage	Accepted	☐	Refused Offer	☐
	Appointment Stage	Accepted	☐		☐
Reason, give details					

EQUALITIES MONITORING FORM

Milton Keynes Council is committed to being an equal opportunities employer. The Council does not discriminate on the basis of race, religion or belief, colour, sex or sexual orientation, gender reassignment, age, physical or mental disability, marital status and civil partnership, nationality, ethnic or national origin. All matters related to employment are decided on the basis of qualifications, ability and business needs.

This monitoring information section will not be kept with your application form and will not be used for selection purposes. It will only be used for statistical monitoring purposes to ensure all applicants receive the same consideration and are treated fairly when applying for jobs.

Please complete the Equal Opportunities Monitoring form to enable us to monitor the effectiveness of our equal opportunities policy in regard to our applicants.

Information will be treated in the strictest confidence and used only for monitoring purposes and will not form part of the recruitment decision process.

Data is collected in accordance with the requirements of the Data Protection Act and Code of Practice issued by the Chartered Institute of Personnel and Development.

Please tick the following boxes, as appropriate

Gender I am ☐ Male ☐ Female ☐ Non-Binary ☐ Do not wish to disclose

Prefer to self-describe _____

Is your gender identity the same as the sex registered at birth? _____

Ethnic Origin

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any of the groups indicated.

White

English/Welsh/Scottish, Northern Irish or British
Irish
Gypsy or Irish Traveller
Roma
Any other White background

☐
☐
☐
☐
☐

Mixed or multiple Ethnic Groups

White and Black Caribbean
White and Black African
White and Asian
Any other Mixed or Multiple Ethnic background

☐
☐
☐
☐

Asian or Asian British

Indian
Pakistani

☐
☐

	Bangladeshi	☐
	Chinese	☐
	Any other Asian background	☐
Black, Black British, Caribbean or African		
	African	☐
	Caribbean	☐
	Any other Black, Black British, Caribbean or African background	☐
Other Ethnic Group		
	Arab	☐
	Any other ethnic group	☐
	Prefer not to say	☐
Marital Status		
	Single	☐
	Married	☐
	Widowed	☐
	Divorced	☐
	Separated	☐
	Co-habiting	☐
	Civil Partnership	☐
	Prefer not to say	☐

Sexual Orientation

Monitoring is voluntary but it will allow the Council to evaluate whether equality of opportunity and outcomes exists for staff. Just like everyone else, Lesbian Gay or Bisexual staff should be protected from harassment and discrimination. Only by asking staff about their sexual orientation can we measure the progress we are making to tackle inequalities, or be confident that unintentional discrimination is not arising.

What is your sexual orientation?

Bisexual	☐	Heterosexual/straight	☐
Gay man	☐	Other	☐
Gay Woman/lesbian	☐	Prefer not to say	☐
Transgender	☐		

Religion

This question is voluntary, but it will help the Council improve its equalities and diversity objectives, and ultimately its services.

What is your religion?

No Religion	☐	Jewish	☐
Christian (all denominations)	☐	Muslim	☐
Buddhist	☐	Sikh	☐
Hindu	☐	Prefer not to say	☐

Any other religion please write in

DISABILITIES DISCLOSURE STATEMENT

Milton Keynes Council is committed to providing a service that is inclusive of diversity and equality. In order for us to provide such a service, we require you to complete the following declaration relating to disabilities. **If you do not consider yourself to have a disability, please tick the box at the bottom of the page.**

The Council has a duty under the Equality Act 2010 to make "reasonable adjustments" for people with disabilities who want to work for the Council or access our services. To do this it is important that you let us know if you have a disability so we can make reasonable adjustments, for example at the interview/selection process.

In order to make adjustments, some information regarding your disability may have to be disclosed to various members of staff. No information will be passed on unless it is relevant to making reasonable adjustments.

You can request that no information about your disability be passed on, or you can request that information is restricted to certain people. However, you should be aware that this could restrict the types of adjustments that can be made.

You should also be aware that even if you have stated that you do not wish information to be passed on, in certain instances relating to health and safety, emergency evacuation or public policy there may be a need to do so.

Do you have a disability? ☐ Yes ☐ No

I agree to information regarding my disability to be passed on: ☐ Yes ☐ No ☐ Restricted

If you have ticked "Restricted", please identify to whom you agree the information can be passed:

Thank you for taking the time to complete this form.

Self-Disclosure Form

Congratulations on being shortlisted. Please return this disclosure to the school at least two days prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:		Date:	
Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):	

Milton Keynes Council and our school are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters, which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 or text 07824 113848

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here
2. Do you have any other cautions or convictions that would not be filtered? Yes / No
If yes, please provide details here

3. <i>*Only ask if you are recruiting for a post working in regulated activity with children</i> Are you included on the DBS children's barred list? YES/NO
If yes, please provide details here
4. <i>*Only ask if you are recruiting for a post working in regulated activity with adults over the age of 18 years</i> Are you included on the DBS adult barred list? YES/NO
If yes, please provide details here
5. <i>(Teaching Posts Only)</i> Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? YES/NO/NOT APPLICABLE
If yes, please provide details here
6. <i>*Management posts in independent schools/academies only</i> Have you been prohibited from management of an independent school (s128)? YES/NO/NOT APPLICABLE
If yes, please provide details here
7. Are you subject to any sanctions relating to working with children in any country outside the UK? YES/NO
If yes, please provide details here
8. Have you lived, worked or studied outside the UK for 3 months or more in the last 10 years?
If yes, please state: - Country/Countries - Dates - Whether a certificate of good conduct/police clearance is available
9. <i>* Applicants for posts in early years or later years childcare (wrap around care) only</i> The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for Children in early years (children under the age of 5) or later years (wrap around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list): - Certain serious criminal offences - Court orders relating to the care of your own child - Being prohibited from private fostering Do you have any reason to believe you are disqualified from working in childcare? YES/NO
If yes, please contact us for more information on the Regulations.

Please complete the declaration below:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

I understand that the post for which I am applying involves working with children and that safeguarding checks will be undertaken. I declare that the information provided is true and complete. I understand that providing false information, withholding relevant information, or failing to disclose information that may affect my suitability to work with children may result in my application being withdrawn, any offer of employment being rescinded, or my employment being terminated.

Signed:

Date:

Please return this form in a sealed envelope FAO: Headteacher

