



Application for Employment (Confidential)

Policy Statement

Ellingham C of E Primary School is committed to the protection and safety of its pupils. The successful candidate will be subject to an enhanced DBS check. You will be employed by the Governing Body of Ellingham School and not Northumberland County Council.

Post details

Job title: Part-time Non Supervisory Caretaker Band 2	Your application should be submitted for the attention of: Kathy Davies (Administration Manager) Ellingham C of E Primary School Ellingham, Chathill, Alnwick, Northumberland NE675ET or to: admin@ellingham@northumberland.sch.uk
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Personal details

Surname:	Forename(s):
Previous Surname(s): <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other (please state):	
Home Address (including postcode): 	Address to which correspondence should be sent if not home address (including postcode) NOTE – Our preference is to contact by e-mail wherever possible:
Daytime telephone number:	Evening telephone number:
Email address:	
National Insurance Number:	

Employment history

Current or most recent employment:

Post title:	Employer's name, address and telephone number:
Dates from / to: /	
Salary or wage:	
if part time please show weekly hours:	
Length of notice or date able to commence:	

Brief description of duties:

Reason for wishing to leave (please indicate if you do not intend to resign from your current post):

Employment

Employers Name and Address	Position Held (If part-time, please state weekly hours)	Reason for Leaving	Dates Employed From/to:

Education and qualifications

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

Qualifications Examination subjects, if applicable, indicate main/subsidiary subjects	Results Grade or classification	School, College Or University	How obtained (Full time, part time Or correspondence)

Other training

Please give details of training and other activities undertaken over the last 12 months as part of your CPD.

Details	Outcomes	Dates	
		From	To

Additional information / personal statement

Please ensure that you use the space below, or separate document, to submit a personal statement in support of your application. This must be no longer than 2 pages and should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.

References

It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer. For teaching vacancies please include your last teaching role.

If you are known to your referee/s by a former name please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer.

Your current employer will be asked to provide a reference, in which details of the following will be asked

- (i) any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
- (ii) whether you have been the subject of any child protection concerns and any outcomes from this.

Name of referee	Status or job	Address for contact
<p>Current/most recent employer:</p> <p>Tel. No: May we approach this referee before any interview?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Email address [preferred]:</p> <p>Postal address:</p>
<p>Current/most recent employer:</p> <p>Tel. No: May we approach this referee before any interview?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Email address [preferred]:</p> <p>Postal address:</p>

Important Notes

Declaration

Immigration, Asylum and Nationality Act (2006)

In accordance with the Immigration, Asylum and Nationality Act 2006, Ellingham C of E Primary school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK ☐

Safeguarding Vulnerable Groups Act (2006)

Ellingham Church of England primary School is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List ☐

Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the Disclosure & Barring Service ☐

Data Protection Act 2018

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on 01665 589233.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3rd Party Processors for the purpose of this recruitment in accordance with Data Protection 2018. ☐

Disclosure

A candidate for any appointment with Ellingham C of E Primary school must state below any known relationship to any member of the Governing Body of Ellingham C of E Primary School or related to an employee of the school when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

Are you related to any member of the Governing Body or existing employees of School? Yes ☐ No ☐

If YES, give details:

I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.

Signed:

Date:

BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.

Equal opportunity and employment

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

Ethnicity

White	English	1	<input type="checkbox"/>
	Scottish	2	<input type="checkbox"/>
	Welsh	3	<input type="checkbox"/>
	Irish	4	<input type="checkbox"/>
	Any other white	5	<input type="checkbox"/>
Mixed	White & Black Caribbean	6	<input type="checkbox"/>
	White & Black African	7	<input type="checkbox"/>
	White & Asian	8	<input type="checkbox"/>
	Any other mixed	9	<input type="checkbox"/>
Asian or Asian British	Indian	10	<input type="checkbox"/>
	Pakistani	11	<input type="checkbox"/>
	Bangladeshi	12	<input type="checkbox"/>
	Kashmiri	13	<input type="checkbox"/>
	Any other Asian	14	<input type="checkbox"/>
Black or Black British	Caribbean	15	<input type="checkbox"/>
	African	16	<input type="checkbox"/>
	Any other black	17	<input type="checkbox"/>
Other Ethnic Groups	Chinese	18	<input type="checkbox"/>
	Any other ethnic group	19	<input type="checkbox"/>

Please Note: These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

I am: Female ☐ Male ☐

Date of birth:

Job Sharing

If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:

Full time ☐

Job share ☐

Either ☐

If you would like to job share this post but are unsure as to whether this is possible please contact the school or department concerned.

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

☐ No ☐ Yes (Details):

Health

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.