# **Application Form for Employment**

**(Teaching and Support Staff)**

*Please complete all sections on this form and please note CVs will not be accepted. If any sections do not apply to you, please enter ‘not applicable’.*

**Please Complete this form on google Docs, to help with formatting.**

| **Application for the post of:** |
| --- |
|  |

| First Name | Select |  | Surname |  | |
| --- | --- | --- | --- | --- | --- |
| Address |  | | DOB | 2024-11-14 | |
| Mobile No |  | | Email |  | |
| NI Number |  | | DBS Number |  | |

| Post Code |
| --- |
|  |

| Name Changes: (If applicable) | | | | |
| --- | --- | --- | --- | --- |
| Name: |  | Used Until | 2025-01-08 | Reason |
| Name: |  | Used Until | 2025-01-08 | Reason |

| Are you eligible to work in the UK/EEA? | Select |
| --- | --- |
| Do you require a work permit to work in the UK? | Select |

| **Teachers (If applicable)** | | | |
| --- | --- | --- | --- |
| Teaching Ref No |  | | |
| Date Of Qualification | 13 Nov 2024 | | |
| Have you completed an induction year as a newly qualified teacher? | Select | | |

## **Employment History**

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that you include periods of unemployment.

**If you are short-listed we may obtain references before your interview, which may cover a full three-year history, which could include time spent in education.**

| **Name of Current/Last Employer:** | |  |  | | | |
| --- | --- | --- | --- | --- | --- | --- |
| From | 13 Nov 2024 |  | Until | 13 Nov 2024 | | |
| Job Title |  |  | Salary/ Grade |  | | |
| Notice Period |  |  | Reason For Leaving |  | | |

| **Brief Description Of Responsibilities** |
| --- |
|  |

**Previous Employment**

| **Name of Employer:** | |  |  | | | |
| --- | --- | --- | --- | --- | --- | --- |
| From | 13 Nov 2024 |  | Until | 13 Nov 2024 | | |
| Job Title |  |  | Salary/ Grade |  | | |
| Address |  |  | Reason For Leaving |  | | |

| **Name of Employer:** | |  |  | | | |
| --- | --- | --- | --- | --- | --- | --- |
| From | 13 Nov 2024 |  | Until | 13 Nov 2024 | | |
| Job Title |  |  | Salary/ Grade |  | | |
| Address |  |  | Reason For Leaving |  | | |

| **Name of Employer:** | |  |  | | | |
| --- | --- | --- | --- | --- | --- | --- |
| From | 13 Nov 2024 |  | Until | 13 Nov 2024 | | |
| Job Title |  |  | Salary/ Grade |  | | |
| Address |  |  | Reason For Leaving |  | | |

**Qualifications, Training and development**

| From | Name Of School/ College/ University/ Professional Body/ *Other* | Until | Grade/ Qualification |
| --- | --- | --- | --- |
| 2024-11-13 |  | 2024-11-13 |  |
| 2024-11-13 |  | 2024-11-13 |  |
| 2024-11-13 |  | 2024-11-13 |  |
| 2024-11-13 |  | 2024-11-13 |  |
| 2024-11-13 |  | 2024-11-13 |  |
| 2024-11-13 |  | 2024-11-13 |  |
| 2024-11-13 |  | 2024-11-13 |  |

## **Referees**

## Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer**.**

## Please note we require two professional referees and they must be of a senior management position.

## 

## *Please see guidance notes for more information.*

| **Referee 1: Current or most recent employer** | | |  | **Referee 2** | | |
| --- | --- | --- | --- | --- | --- | --- |
| *If you are invited for an interview may we approach this referee without further reference to you?* | | Select |  | *If you are invited for an interview may we approach this referee without further reference to you?* | | Select |
| Name: |  | |  | Name: |  | |
| Job Title: |  | |  | Job Title: |  | |
| Email: |  | |  | Email: |  | |
| Relationship to you: |  | |  | Relationship to you: |  | |
| Tel: |  | |  | Tel: |  | |
| Full Address: |  | |  | Full Address: |  | |

**Supporting Statement and Achievements**

Please use the space below to tell us how you meet the criteria for this post – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

|  |
| --- |

**Disability**

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we will make adjustments or special arrangements, if required, to allow you to attend the interview should you be shortlisted for the role.

| **Do you consider that you have a disability as defined by the Equality Act 2010?**  *This means long term illness, health problems or disabilities that limits your daily activities or the work you can do.* | Select |
| --- | --- |

**Declaration**

| Are you related to, or have a personal relationship with any current employee/ Board Member? | | Select | |
| --- | --- | --- | --- |
| *If yes, please state their name and the position they hold:* |  | | |

The canvassing of employees or Board Members directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**Disqualification under the Child Protection Act 2006 (Amended 2018)**

If your application is successful, ALP Schools will inform you if your position at the school falls under the current parameters of the above act.It would then be your responsibility to make a declaration to the Headteacher or other senior member of staff if you feel it necessary.

**Data Protection**

The School intends to fulfil all its obligations under the Data Protection Act 2018. Individuals whose information is held and processed by the School can be assured the information will be maintained in confidence and treated with all due care.

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

I understand that as part of the selection process the school may review publicly available information on social media sites and search engines such as Facebook.

**I authorise ALP Schools to check the information supplied and processed for the purposes of recruitment and selection, special categories of data, monitoring data and diversity statistics and hold all such information in both secure paper and electronic formats.**

| Signed: |  | |
| --- | --- | --- |
| Print Name: |  | 2024-11-14 |

**Workforce Monitoring**

With the Codes of Practice issued by the Equality & Human Rights Commission and as required by the Audit Commission, It will be appreciated if you will complete this section of the application form, which will be separated from the rest of the form before shortlist selection takes place.

You can be assured that this information will be treated in confidence and will not be available to shortlisting officers or interviewers.

| Gender | Select |
| --- | --- |
| Ethnic Group | Select |

| Where did you see this post advertised? | Select |
| --- | --- |

**Declaration of Offences**

**Before completing this form, please read the following notes carefully.**

**Rehabilitation of Offenders Act 1974**

This post is exempt from the above act, as the nature of the job falls within the type of work

excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare

on this form all offences, convictions, cautions, reprimands, warnings and bind overs except those which are “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. You must also declare any court cases you may have pending.

Convictions will not necessarily be a bar to employment with the School.

As this post involves working with or has access to children or vulnerable adults and/or their records,

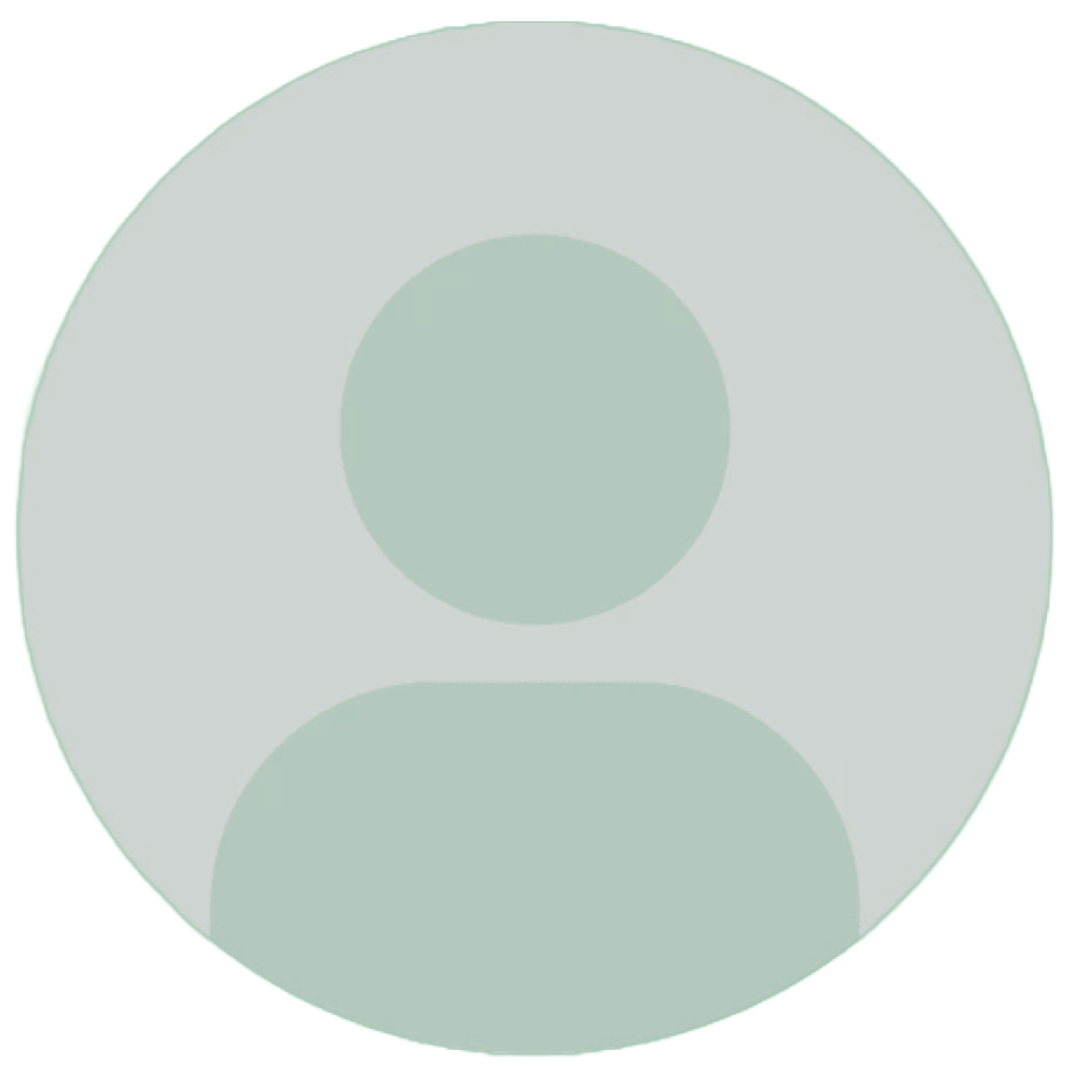
## The successful candidate will require an Enhanced Disclosure from the Disclosure & Barring Service in accordance withthe Rehabilitation of Offenders Act 1974, the Police Act 1997 as amended by the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.

| Do 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 (Amendment) (England and Wales) Order 2013? | | | Select |
| --- | --- | --- | --- |
| Have you ever been disqualified from working with children or vulnerable adults? | | | Select |
| Do you have any court cases pending? | | | Select |
| If you fail to disclose any criminal convictions or cautions, reprimands, warnings and bind overs, including those spent but not “protected”, it could result in withdrawal of the job offer, dismissal or disciplinary action by the School. | | | Select |
| **Details of Offences(s)** | **Date & Place of Judgement(s)** | **Sentence(s)** | |
| *If you do not have any, please write none* | *If you do not have any, please write none* | *If you do not have any, please write none* | |

Possession of a conviction or caution reprimand, warning or bind overs will not necessarily mean that you won’t be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.

| Signed: |  | |
| --- | --- | --- |
| Print Name: |  | 2024-11-14 |



*Please attach a passport style photo of yourself, this will allow our the staff members who interview you to recognise who you are, as well as our receptionist(s)- This will also be used for an ID Card, google account (If appointed) and online check (If Shortlisted)*

*(Right Click the blank picture, and select replace Image)*

[*Guidance Notes*](https://alpschools.org/guidance-notes/)