**Part 1**

**CONFIDENTIAL**



**Thank you for your interest in working for the Sandstone Trust. You should complete all sections of the form.**

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| --- | --- | --- | --- |
| TITLE OF POST APPLIED FOR: |  | | |
| CLOSING DATE: |  | REF: |  |

**PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: |  | | | |
| Surname: |  | | | |
| Forename(s): |  | | | |
| Known as: |  | | | |
| Address: |  | | | |
| Postcode: |  | | | |
| Tel. No.(Home): |  | | Tel. No. (Work): |  |
| Mobile No: |  | | E-mail: |  |
| Can we contact you at work? Yes  No | | | | |
| How would you prefer that we communicate with you? Post  Email  Phone | | | | |
|  | | | | |
| National Insurance Number | |  | | |

**Please return your completed application form to Pamela Zborowski, HR & Governance Manager, Tarporley High School and Sixth Form College, Eaton Road, Tarporley, Cheshire, CW6 0BL or e-mail to** [**pzborowski@tarporleyhigh.co.uk**](mailto:pzborowski@tarporleyhigh.co.uk)

Ref:      /

**EQUAL OPPORTUNITIES MONITORING**

We are committed to equality of opportunity to everyone. To assess the effectiveness of the Equal Opportunities Policy, we need to collect information about your gender, marital status, age, ethnic origin, religion, sexual orientation and whether or not you have a disability. By analysing this data at both the shortlisting and appointment stages, we can ensure that unfair discrimination does not take place.

This information will be used solely for monitoring purposes and therefore will be retained with the recruitment Team throughout the process.

Please select the appropriate boxes by marking a X.

Gender: Male  Female

Marital Status: Married  Civil Partnership  Single

Date of Birth:       Age:

A disability is a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to day activities.

Do you consider yourself to have a disability? Yes  No

If you answered yes, are there any arrangements that the School would need to make to offer you a fair selection interview should you be shortlisted for this vacancy? YES  NO   If yes, please give details:

Please indicate your ethnic origin

**White: Mixed: Asian:**

White British  Mixed White/Black Caribbean  Indian

White Irish  Mixed White/Black African  Pakistani

Any other White  Mixed White/Asian  Bangladeshi

Other Mixed  Other Asian

**Black or Black British: Other:**

## Black Carribean Chinese

Black African  Gypsy/Traveler

Other Black  Other

How would you define your sexual orientation?

Bisexual  Gay  Heterosexual  Lesbian  Prefer not to say

What is your religious belief?

Buddhist  Christian  Hindu  Jewish  Muslim  Sikh

No religion  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say

Please note, we are under a duty to protect the public funds we administer and we may use the information that you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes. Information contained within this application form will be processed with the Data Protection Act.

I certify that the details on all pages of this form are true to the best of my knowledge and understand that a false declaration or relevant omission could result in my disqualification from the appointment process or my subsequent dismissal.

Signed…………………………………………………………………Date……………………………

**Part 2**

TITLE OF POST APPLIED FOR:

**PRESENT EMPLOYER (or most recent)**

Please give details of present job or jobs held if more than one.

|  |  |  |  |
| --- | --- | --- | --- |
| JOB TITLE: |  | DATE STARTED: |  |
| EMPLOYER: |  | CURRENT SALARY: |  |
| ADDRESS: |  | DATE LEFT OR EXPECTED END DATE IF TEMPORARY: |  |
| NOTICE REQUIRED: |  |

MAIN RESPONSIBILITIES

|  |  |
| --- | --- |
|  | |
|  |  |
| REASON FOR LEAVING |  |

**EMPLOYMENT HISTORY (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| EMPLOYER’S NAME | POSITION HELD | DATES | |
| From (mm/yy) | To (mm/yy) |
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Ref:      /

**EDUCATION AND TRAINING**

Please give details of schools and colleges attended from age eleven. Please note that you will be asked to provide evidence of qualifications gained:

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| --- | --- | --- | --- | --- |
| NAME OF SCHOOL/ COLLEGE | DATES | | QUALIFICATION | GRADE  ATTAINED |
| From | To |
|  |  |  |  |  |
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**JOB RELATED TRAINING**

Please give details of any training that may be relevant to your application:

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| --- |
|  |

**MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS**

Please give details of the name of the association, membership grade/level and membership number.

|  |
| --- |
|  |

**OTHER INFORMATION**

Do you have a valid driving licence? Yes  No

If yes, please indicate type:

How many days have you been absent from work/education in the last 2 years?

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the United Kingdom? Yes  No

If yes, is your entitlement time limited? Yes  Date Expires:

No

Have you ever been convicted of a criminal offence? Yes  No

If yes, please give details of any ‘unspent’ convictions:

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If between the completion of this application form and taking up a job with the school, you are convicted of a criminal offence you must inform the Headteacher or HR & Governance Manager of this.

If you are applying for this post on a part-time basis, please indicate here the number of hours that you would like to work.

|  |
| --- |
| If you have any personal relationship to any employee or Councillor of Cheshire West & Chester Council or any of the existing Cheshire local authorities, please give their name and relationship. This does not prevent a Councillor or employee from providing you with a reference.  (Please note that any approach to Councillors or employees to influence a selection decision will disqualify you) |
|  |

|  |
| --- |
| Where did you see this position advertised? (If a newspaper or website, please state which one) |
|  |

**SUPPORTING INFORMATION**

Please use this section of the application form to explain why you are applying for the job, concentrating on how your skills, knowledge and personal qualities match the requirements of the person specification. You should include the experience that you have gained through voluntary or unpaid work, community activities, or through domestic and family experience, which you think may be relevant to the requirements of the job. Please continue on a separate sheet if necessary.

### REFERENCES

Please provide details of two referees. One of these should be your present or most recent employer.

If you are already employed by another school, Cheshire West and Chester Council, any of the previous Cheshire Districts, or Cheshire County Council, one of these referees should be your current line manager.

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Organisation: |  | |
| Job Title: |  | |
| Address: |  | |
| Post Code: |  | |
| Telephone Number: |  | |
| E-mail: |  | |
| In what capacity does the referee know you? | |  |
| Preferred method of contact: | | Post  E-mail |
| Can we contact this referee prior to the interview? | | Yes  No |
| Name: |  | |
| Organisation: |  | |
| Job Title: |  | |
| Address: |  | |
| Post Code: |  | |
| Telephone Number: |  | |
| E-mail: |  | |
| In what capacity does the referee know you? | |  |
| Preferred method of contact: | | Post  E-mail |
| Can we contact this referee prior to the interview? | | Yes  No |
| Please indicate if these referees know you by another name: | | |

**THE REHABILITATION OF OFFENDERS ACT** (only complete this section if instructed to do so on the Job Description)

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2 ½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction, or sentence had never occurred. This is known as a spent conviction\*.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction\*, this will be discussed in confidence at interview. However, you should note that only criminal convictions\* that are relevant to the job in question will be taken into account.

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 (as amended in 2013) by SI 2013 1198?

Yes  No

Please Note Before Completing

Certain spent convictions\* are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question:

[http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi 2013\_198\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi%202013_198_en.pdf)

\*including cautions, reprimands or warnings

If yes please state:-

|  |
| --- |
|  |

If you do not disclose any conviction\* you have, it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.

People who have convictions\* will be treated fairly and given every opportunity to establish their suitability for the job.

Any information that you give will be treated in the strictest confidence and will be used only in respect of your application for this job.

**Disclosure and Barring Service**

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Sandstone Trust has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.