



# Smallwood CofE Primary Academy

## Application Form

Personal Details			
Role you are applying for			
Surname:		First Name	
Title: (Mr, Mrs, Ms, Dr, Other)		Are you eligible to work in the UK?	
Previous names:		Are there any restrictions on your residence or employment in the UK?	
Preferred name:		National Insurance No.	
Email:			
Contact address:		Home telephone no:	
		Work telephone no:	
Postcode:		Mobile telephone no:	

**University, College, other institutions** (other than initial teacher training).

Give dates and state whether full-time or part-time courses

Name of institution:			From: (Month/Year)	To: (Month/Year)
1				
2				
Degree/Diploma/Title:			Degree (with class) or pass grade	Date of award

**Secondary Education**

Name of institution (give dates)	
1 .	
2 .	
Academic qualifications: (Give subjects, grades and dates)	
GCE 'O' level, GCSE (or equivalent).	
'A' level etc.	

## Career History

Please give details of ALL full and part-time work including particulars of ALL paid and unpaid employment or experience after the age of 18. For example, commercial experience, raising family, youth work, voluntary work, VSO. Complete the columns working backwards from the present date. **Please leave NO gaps.**

<b>Dates</b> <b>FROM:(M)/</b> <b>(Y)</b> <b>TO: (M)/(Y)</b>	<b>Job title, employer, school</b> <b>name, address</b> Type of business or activity	<b>Age</b> <b>range</b>	<b>Approx</b> <b>. school</b> <b>roll</b>	<b>Salary scale</b> Include responsibilit y points	<b>P.T / F.T.</b> State proporti on	<b>Reason for</b> <b>leaving</b>


In-service Training & Development			
Give details of relevant courses and training undertaken in the last five years.			
Dates and duration	Title of course / training (Incl. home study and distance learning)	Name of provider e.g. LA, College	Qualification obtained (If any)

## References

Please give the names and addresses of two referees who can be consulted regarding your professional ability for the post. One of the referees must be the Chair of Governors or Headteacher of your present or most recent school. Reference from friends or relatives are not acceptable. If not, we reserve the right to request one. References will be taken up before an offer of employment is made. We will ask for these prior to interview (unless requested otherwise).

<b>1.</b>	Name:  Title:  Relationship to applicant:	Address:   Email: Telephone number:
<b>2.</b>	Name:  Title:  Relationship to applicant:	Address:   Email: Telephone number:

## Applicant Statement

### Using the Job Description & Person Specification:

- Please pick out those aspects of your experience or skills that are relevant to this post.
- Using examples, explain how your ability, skills and knowledge match those required for the appointment.
- Please consider experience in previous employment and other interests outside work, such as at home, in the community or through voluntary activities.
- The Trust is particularly interested in your personal educational philosophy and how you would apply it to their school.

<b>Leisure Interests</b>
Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying



Protection of Children		
Disclosure of criminal background of those with substantial access to children is required		
Have you ever received a reprimand, formal warning, caution or been convicted of a criminal offence? Please answer Yes or No in the box		
<p>Answering YES does not necessarily ban you from appointment. If YES, you are required to give details as this post, for which you are applying, is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactory enhanced disclosure and barring service application form. A copy of the DBS Code of Practice is available on request.</p>		
Criminal convictions, cautions, reprimands or formal warnings		
Date	Offence	Sentence
<p>Have you had an enhanced DBS check in the past two years? YES/NO</p> <p>Please state reference number and give details:</p>		

Health Declaration
<p>Do you have any physical or mental impairment which may prevent you from carrying out the duties of the post?</p> <p>In accordance with the Education (Teacher Qualifications and Health Standards) (England) Regulations 1999 an offer of appointment will be subject to medical clearance.</p>

**Appointment will be made on successfully passing Occupational Health Screening (if applicable).**

**Are you related by marriage, blood or as a cohabitee to any employee of the school, a governor or a member of the Trust? If yes, please state the name, relationship and position held**

**You are reminded that this is an application for a post in a Church of England Free school in which the Trust is the employer. If you are appointed, your contract will include the following clause:**

- **As a Teacher of a Church of England school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.**
- **You are required to give and/or supervise the provision of religious education in accordance with the doctrines of the Church of England and Trust Deed of the School. You may be required to lead appropriate acts of Christian Collective Worship.**

**Media Checks are now required. Please provide all media names for all platforms for example Facebook, Instagram, Tik Tok, Linked in etc**

### **Declaration**

I hereby give my consent for the school and its appointed agents to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be processed in accordance with data protection legislation.

The information supplied by you will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By signing this form you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

### Declaration

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

**Name:**

**Date:**

The school is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### Where to send your completed form

Thank you for taking the time to complete this application form. Please take the time to check that you have completed all sections. Please email your application to: [head@smallwood.cheshire.sch.uk](mailto:head@smallwood.cheshire.sch.uk)

## Rehabilitation of Offenders Act 1974

Any information you give will be strictly confidential.

We ask for details of any unspent criminal convictions you may have. If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision. We will treat it in the strictest confidence. Failure to disclose any 'unspent' or 'spent' (if relevant) convictions may result in the offer of employment being withdrawn. If already appointed you could be dismissed without notice.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare 'spent' or 'unspent' convictions for work in these categories. If you are applying for a job in any of the following categories, you **MUST** disclose all details of any caution or criminal offence:

- Work involving access to children, for example, school based staff, Youth Service etc.
- Work involving the provision of services to persons under the age of 18 which includes social services, care, leisure and recreational facilities and the provision of accommodation

Work involving the provision of social services to persons:

- over the age of 65
- suffering from serious illness or mental disability of any description
- addicted to alcohol or drugs
- who have a sensory impairment
- who are substantially and permanently disabled by illness, injury or congenital deformity

### Rehabilitation Periods

**The following list includes sentences which are subject to rehabilitation under the Rehabilitation of Offenders Act :**

For a sentence of imprisonment, or youth custody or detention in a young offenders' institution, or corrective training for a term exceeding 6 months but not exceeding 30 months 10 years

For a sentence of imprisonment, or youth custody or detention in a young offenders' institution, or corrective training for a term not exceeding 6 months 7 years

For a sentence of imprisonment of 6 months or less 7 years

For a sentence of borstal training 7 years

For a fine or other sentence (eg a community service order) for which no other rehabilitation period is prescribed 5 years

For an absolute discharge 6 months

For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Person Acts (and their equivalents in Scotland) 1 year, or until the order expires (whichever is the longer)

For detention by direction of the Home Secretary:

From 6 months to 2.5 years 5 years

From 6 months or less 3 years

For a detention centre order not exceeding 6 months 3 years

For a remand home order, an approved school order, or an attendance order The period of the order and a further year after the order expires

For a hospital order under the Mental Health Acts The period of the order plus a further two years after the order expires five years from the date of conviction whichever is the longer

**The following rehabilitation periods are for specific types of military punishment, with these rehabilitation periods being halved for offenders under the age of 17 at conviction.**

For cashiering, discharge with ignominy or dismissal with disgrace 10 years

For simple dismissal from the service 7 years

For detention 5 years