APPLICATION

FOR

###### EMPLOYMENT

##### **Equal Opportunities Employer**

Thank you for your interest in working with us. With this form are the Job Description, Person Specification. Please complete this form and return it to the school.

*Dudley Council and Glynne Primary School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. As this post has contact with, or access to personal records relating to children and young people a DBS check and appropriate references are a requirement.  Dudley Council (Glynne Primary School) is an equal opportunities employer*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| VACANCY DETAILS | | | | |
|  | | | | |
| Department |  | | | |
|  | | | | |
| Job Title |  | | | |
|  | | | | |
| Reference No. | |  | Location |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| YOUR DETAILS – Please write or type in black ink | | | | | | | | | | |
|  | | | | | | | | | | |
| Surname/Family Name | |  | | Previous Surname | | | |  | | |
|  | | | | | | | | | | |
| Forename/Personal Name | | |  | | Preferred Name | | | |  | |
|  | | | | | | | | | | |
| Home Address |  | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | Postcode | | |  | |
|  | | | | | | | | | | |
| Telephone number where you can be contacted: Daytime | | | | |  | | Evening | | |  |
|  | | | | | | | | | | |
| e-mail address | | | | | | | | | | |
|  | | | | | | | | | | |
|  |  | | | National Insurance No | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PRESENT/MOST RECENT EMPLOYMENT DETAILS | | | | | | | |
|  | | | | | | | |
| Name of Employer | | |  | | | | |
|  | | | | | | | |
| Address |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Date employment began | | | |  | | Ended |  |
|  | | | | | | | |
| Job Title | |  | | | | | Salary/Wage £ |
|  | | | | | | | |
| Period of notice you must give | | | | |  | | |
|  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION | | | |
| Examinations/Qualifications Include those to be taken and non-examined courses, e.g. NVQ’s | Awarding  Body/  Institute | Date of  Qualification | Grades |
|  |  |  |  |

|  |  |
| --- | --- |
| RELEVANT TRAINING (including In-Service Training) | |
| Course Title and Brief Description | Dates |
|  |  |

|  |
| --- |
| GIVE BRIEF DETAILS OF DUTIES AND RESPONSIBILITIES OF YOUR PRESENT OR MOST RECENT POST Your reason for leaving ? ……………………………………………………………………………… |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS EMPLOYMENT (most recent first) | | | | |
| From Month/Year | To Month/Year | Job Title | Employer | Reason for  Leaving |
|  |  |  |  |  |

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| --- |
| EXPERIENCE & ACTIVITIES WHICH REFLECT PERSONAL QUALITIES Please give details of any relevant experience. Include voluntary work, community work, helping others to deal with service providers, helping with family business and relevant skills which support your application. (Continue on a separate page if necessary.) |

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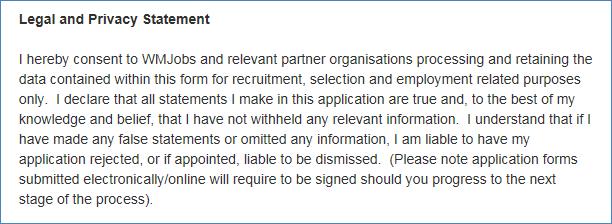
|  |
| --- |
| CURRENT MEMBERSHIP OF PROFESSIONAL BODIES (Please state grade of membership and date attained.) |

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| --- |
| INTERVIEW ARRANGEMENTS If called for Interview, do you have any particular needs (such as a BSL Signer?) |

|  |
| --- |
| **DRIVING** (Only complete this section if driving is referred to in the Person Specification.) |
| Have you a current driving licence? YES/NO Type/ClassificationDo you have any current endorsements? YES/NO If YES, give detailsDo you have regular use of a car or motorcycle? |

|  |  |  |  |
| --- | --- | --- | --- |
| REFERENCES References must be provided for the whole period of three years preceding commencement of employment with Dudley MBC. If you are currently in employment, please give present employer. If you are unable to provide references for a complete 3 year period please give the employer who employed you for the longest period during that time. Students should give senior tutor or studies supervisor. If unemployed, please give most recent employer. | | | |
| Name | | Name | |
| Address | | Address | |
|  | |  | |
|  | |  | |
|  | |  | |
| Referee’s relationship to you | | Referee’s relationship to you | |
| Telephone No |  | Telephone No |  |
| Fax No | Fax No |
| e-mail address: | | e-mail address: | |
| If you do not wish referees to be contacted before giving your permission, please enter ‘X’ in box. | | | |
| DECLARATION Please state if to your knowledge you are related to any employee or Councillor of Dudley Council or members of the school’s Governing Body. Canvassing or failure to make proper disclosure shall disqualify you for the appointment and if appointed, shall render you liable to dismissal without notice.  State YES or NO If YES, give name, relationship and department/school | | | |

|  |  |
| --- | --- |
| REHABILITATION OF OFFENDERS ACT 1974 There are certain posts that involve working with children, other vulnerable groups or in positions of trust that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If the post you are applying for falls within the above category, this will be indicated on the supporting information you have received with this form. You must therefore disclose details of cautions, reprimands, final warnings and convictions, including 'spent convictions'. Any failure to disclose such information could result in dismissal or disciplinary action by the Council. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.  DECLARATION  Have you at any time received, or do you have pending, a caution, reprimand, final warning or conviction? Yes ○ No ○  If yes, please give details: | |
| I certify that the stated information on this application form and in all other supporting papers are true and correct. I also give my consent to the processing of data contained or referred to on this form in accordance with the Data Protection Act, 1998.  **Signature**  **Date** | **Please return this form to:**  abaker@glynne.dudley.sch.uk |



#### Equal Opportunities Employer

EQUALITY MONITORING FORM

The information you give on this form will only be used, in confidence, to enable Dudley Council to monitor that its workforce better reflects the community it serves.

The overall aim of the Council’s Equality and Diversity Policy is to ensure that no job applicants, employees, residents or service users receive less favourable treatment on any grounds which cannot be shown to be justified. These include race, colour, nationality, ethnic or national origin, religious beliefs, gender, marital status, responsibility for children or other dependants, disability, sexual orientation, transsexuality, age, trade union or political activities, social class, where the person lives or spent convictions.

All stages of recruitment are monitored to check that unfair discrimination is not taking place. It is very important that you complete this form in full to help us check that our recruitment and selection processes are fair.

1. **I would describe my race or ethnic group as:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ASIAN OR ASIAN BRITISH | | | | | | | | | | | |
|  | Bangladeshi | |  | Indian | | | | |  | Pakistani | |
|  | Any Other Asian  Background | | | | | | | | | | |
| BLACK OR BLACK BRITISH | | | | | | | | | | | |
|  | African | |  | Caribbean | | | | |  | Any Other Black Background | |
| **CHINESE OR OTHER** | | | | | | | | | | | |
|  | Chinese | |  | Other | | |  |  | | | |
| MIXED | |  |  | | | |  | |  | |  |
|  | Asian & White | |  | Black African & White | | | | |  | Black Caribbean & White | |
|  | Any Other Mixed  Background | | | |  |  | | | | | |
| WHITE | |  |  | | | |  | |  | |  |
|  | British | |  | Irish | | | | |  | Any Other White Background | |
|  |  | |  |  | | | | |  |  | |
|  | Do Not Wish to Disclose | |  |  | | | | |  |  | |

1. **I would describe my religion or belief as:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Buddhist |  | No Religion |
|  |  |  |  |
|  | Christian |  | Sikh |
|  |  |  |  |
|  | Hindu |  | Other |
|  |  |  |  |
|  | Jewish |  | Do Not Wish to Disclose |
|  |  |  |  |
|  | Muslim |  |  |

1. **My gender is:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Female |  | Male |

1. **Date of Birth and Age:**

|  |  |
| --- | --- |
| Date of Birth |  |

|  |  |
| --- | --- |
| Age |  |

1. **Married Status**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Divorced/Dissolved |  | Single |
|  |  |  |  |
|  | Married/Civil Partnership |  | Widowed/Civil Widowed |
|  | |  |  |
|  | |  | Do Not Wish to Disclose |

1. **Disability: I consider myself to be (see note below):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Disabled |  | Not disabled |  | Do Not Wish to Disclose |

1. **How I found out about this vacancy:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Dudley Council Opportunities |  | Internet |  | Evening paper |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Trade/Professional press (e.g. T.E.S.) |  | National paper |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Local weekly  paper |  | Black or  Asian paper |  | Job Centre/ Jobpoints/  Worktrain |

|  |  |
| --- | --- |
|  | Other, e.g. friend |

**Note:**

The Disability Discrimination Act, 1995 defines a “disabled person” as having “a physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities”. It is very important that you declare your disability if you wish to have the protection of the law.