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| SCHOOLS APPLICATION FORM  Strictly Confidential |  | **Job Reference:** | Claycots |

Please use black print – An application form MUST be completed/submitted for each vacancy.

**The completed form should be e-mailed to p.chauhan@claycots.com**

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

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| **Personal Details** | | |
| First Name(s): | Surname: | |
| Address: | | |
| Post Code: | | Home Tel. No: |
| How long have you lived at this address? years | | Daytime Tel. No: |
| **\*\*E-mail address:** | | Mobile Tel. No: |
| ***\*\*If you have provided an e-mail address, this will be the method by which you will be contacted.***  ***However, if you DO NOT wish to be contacted by e-mail please tick the box.*** | | |
| **Do you need a work permit?** (a) No.  (Click to select or deselect boxes).  (b) Yes, and I already have one***.***  Expiry Date:      (dd/mm/yyyy)  (c) Yes, but I do not have one. | | |

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| **Present Employment** (if unemployed give details of last employer) | | | | | |
| Name and address of current employer: | | | | | |
| Post title: | | | Name of employing body: | | |
| Date of appointment:       (dd/mm/yyyy) | | | Date appointment ended:      (dd/mm/yyyy) | | |
| Pay scale: | | | Spine/scale point: | | |
| Basic salary (per annum): | | | Full or part time (FTE): | | |
| Additional allowances (per annum): (Please state all allowances received individually) | | | | | |
| Brief description of duties: | | | | | |
| Period of notice: | | | | | |
| Reason for leaving: | | | | | |
| **Previous Employment** Start with the most recent employer first. Please cover all jobs (**All periods/gaps between jobs must be accounted for otherwise your application cannot be considered**). | | | | | | |
| Dates (dd/mm/yy) | | Name & Address of Employer  (nature of business) | | Position, brief description of job and salary | Reason for Leaving | |
| From | To |
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(Please continue on separate sheet if necessary)

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| **Voluntary/Unpaid Activities** | | | |
| Dates (dd/mm/yy) | | Name & Address of Organisation | Position, brief description of role |
| From | To |
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| **Education, Qualifications & Membership of Professional Associations/ Institutes** Please give details of your education and qualifications obtained. This includes any qualification which you are studying for now. Primary school details are not required. You will be required to prove you have obtained these qualifications. If you are a member of a professional association/institute please provide details. (professional body, registration number, expiry date) | | | |
| Name of awarding body | Date  gained | Examinations passed, qualifications/level, skills gained | Grades  (where applicable) |
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| **References All candidates –** Please give details of **two** employment referees whom we may ask about your suitability for the post. **One of these should be your most recent employer.** Referees must not be related to you. If you are a school/college leaver, please give the name and address of a head teacher/tutor and also the manager of your most recent work experience placement – if applicable. (Internal candidates: Please note your line manager must be one of the referees). We reserve the right to approach your current and any previous employer. Your application cannot be considered without 2 references. | | | |
| **Reference 1 :** (from present or most recent employer) | | **Reference 2:** | |
| Name of referee: | | Name of referee: | |
| Name & address of organisation: | | Name & address of organisation: | |
| Tel. No: | | Tel. No: | |
| E-Mail: | | E-Mail: | |
| Occupation: | | Occupation: | |
| Capacity in which known to you: | | Capacity in which known to you: | |
| Dates of employment:       to  (dd/mm/yyyy) | | Dates of employment:       to  (dd/mm/yyyy) | |
| May we contact your referee prior to selecting candidates for interview? | Yes  No | May we contact your referee prior to selecting candidates for interview? | Yes  No |

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| **Supporting Information** (Please refer to the Person Specification and Job Description)  Please provide any information you consider relevant. When describing your work experiences, try to be reflective rather than descriptive and use specific examples that demonstrate your skills, knowledge and understanding. This could, include for example, evidence of working in a team, organisational skills, communication skills. It would also be useful to know what you have been told are your strengths and areas for development. |

(please continue on separate sheet if necessary)

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| IMPORTANT INFORMATION  Criminal Records Bureau (CRB) (The Rehabilitation of Offenders Act 1974) This post is exempt from the Rehabilitation of Offenders Act 1974, therefore job applicants must disclose details of all criminal convictions and cautions whether ‘spent’ or not. Successful applicants will be required to apply for an Enhanced Crimincal Record Check (Disclosure) when an offer of employment is made in writing. Any information provided will be strictly confidential and will be considered only in relation to this or a similar position within the school.  If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed may lead to your dismissal. If between completion of this application form and taking up a job within the school you are convicted of a criminal offence you must inform the school of this.  **A conviction will not necessarily bar you from obtaining employment.** | | | | | | | | | |
| Have you ever been convicted of a criminal offence or received a police caution? | | | | | | | | Yes  No | |
| If yes, please give full details in a separate document. We will only take them into account if we consider them relevant to the post for which you have applied. | | | | | | | | | |
| **Additional Information** | | | | | | | |  | |
| Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? | | | | | | | | Yes  No | |
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| **General Teaching Council (GTC)** | | | | | | | | | |
| Do you hold Qualified Teacher Status (QTS)?: Yes  No | | | | | | | | | |
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| If yes, please give date of award: | |  | | | |  | | | |
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| QTS Certificate Number (if available): | |  | | | |  |  | | |
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| Have you successfully completed a period of induction as a qualified teacher in this country where the DfES required this? | | | | | | | | Yes  No | |
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| If yes, please give date of completion: | | |  | | |  | | | |
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| Are you registered with the GTC?: Yes  No | | | |  | | | | | |
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| GTC Teacher Reference number (DfES number) e.g. 12/34567 | | | | |  | | | |  |
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| Are you subject to any conditions or prohibitions placed on you by the GTC? | | | | | | | | Yes  No | |
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| If yes, please give details: |  | | | | | | | |  |
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| **Medical Clearance**  Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed. | | | | | | | | | |

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| **Disability Discrimination Act 1995 and 2005**  The council wishes to encourage disabled people to apply for jobs – all information will be treated in confidence. The council operates a “Guaranteed Interview Scheme” for disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. | | | | | | | | |
| Do you have a disability as outlined in the Disability Discrimination Act 1995 and 2005? (see General Information section within the job pack for detailed definition) | | | | | | | Yes  No | |
| If yes, please state the type of disability you have: | | | | |  | | |  |
| In relation to any disability, do you have any particular requirements in order to attend an interview? | | | | | | | Yes  No | |
| If yes, please give details : | |  | | | | | |  |
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| **General**  Do you hold a current driving licence? Yes  No  If you have any personal relationship with any of the following please declare their details below: *Councillor, Member of a Committee, Panel or other group of the Council or School, employee of the Council or Schools or Governor of the School.* | | | | | | | | |
| Name/s: |  | | | Relationship/s: | |  | |  |
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| Post Title/s or position/s held: | | |  | | | | |  |
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| This does not stop a person named above providing a reference. However, any approach, direct or indirect, to Councillors, Governors, employees or those named above, to influence a selection decision will disqualify you. | | | | | | | | |

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| **Declaration**  I certify that the information given on this form is correct and complete to the best of my knowledge. I have not canvassed either directly or indirectly any member of a Governing Body or any officer or member of Slough Borough Council in connection with this appointment. False or withheld information may lead to the termination of employment. Under the provisions of the Local Government Act 1972, I confirm that I am not, nor have been for twelve months prior to this application a serving elected member of Slough Borough Council.  I agree to the school carrying out pre-employment screening on my application for this post.  I also acknowledge and agree to have the above information processed in accordance with the Data Protection Acts 1984 and 1998. Under this Act you have a right of access to information we hold about you. The application form is used for shortlisting, interviewing and monitoring purposes. If you are not appointed the form will be kept for a period of 12 months. The successful applicant’s application form will form part of a Personal File, which will be kept securely by the school.  Mark box to agree and sign below.  Signature:       Date:       (dd/mm/yyyy) |

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| **RECRUITMENT MONITORING FORM** |

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| S T R I C T L Y C O N F I D E N T I A L |  | **Job Reference** | \* |

**This sheet will be separated from your application form upon receipt and does not form part of the selection process.**

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| **Application for the post of:** **\*** | \*These fields must be completed. |

Slough Borough Council aims to be an equal opportunities employer, and selects staff on merit, irrespective of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In order to monitor the effectiveness of our equality policy, the Council requests that all applicants complete this form. In accordance with Data Protection Act 1988, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy.

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| **What is your Ethnic Group**  Choose ONE section from A to F, then tick the appropriate box. | |
| **A. White**  British  Irish  Any other White background, please write in:    **B. Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in:    **C. Asian or Asian British**  Indian  Pakistani  Bangladeshi  Sikh  Any other Asian background, please write in: | **D. Black or Black British**  Caribbean  African  Any other Black background, please write in:    **E. Chinese or other ethnic group**  Chinese  Other, please write in    **F. I do not wish to provide this**  **information.** |

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| **Gender**  Male  Female |

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| **Disability –** Do you have a disability? Please tick one box. | | | |
| 00 - None. |  | 06 - You have mental health difficulties. |  |
| 01 - You have a specific learning difficulty (for example dyslexia). |  | 07 - You have a disability that cannot be seen, for example diabetes, epilepsy or a heart condition. |  |
| 02 - You are blind or partially sighted. |  | 08 - You have two or more of the above. |  |
| 03 - You are deaf or hard of hearing. |  | 09 - You have a disability, special need or medical condition that is not listed above. |  |
| 04 - You use a wheelchair or have mobility difficulties. |  | 10 - I do not wish to provide this information. |  |
| 05 - You have Autistic Spectrum Disorder or Asperger Syndrome. |  |  | |

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| **Present Status**  Internal Applicant  External Applicant |

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| **Date of Birth**        (dd/mm/yyyy) Age |

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| **Media**  Please state where you saw this post advertised: | | |
| Slough vacancy bulletin |  |  |
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| Slough website |  |  |
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| e-teach website |  |  |
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| Other website, please state: |  |  |
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| National newspaper, please state: |  |  |
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| Local newspaper, please state: |  |  |
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| Professional/trade journal, please state: |  |  |
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| Other, please state: |  |  |
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