



Banbury Road,
 Brackley,
 Northants.
 NN13 6AU
 Tel: 01280 709792

www.southfieldprimary.co.uk

APPLICATION FORM for the post of:	
Surname Previous Surname	First Name(s)
Title	Preferred Name
Address	Contacts Home : Work : Mobile : Email :
National Insurance Number	DFE Reference Number (teaching positions)

PRESENT EMPLOYMENT

Name of Employer	Employer address
Telephone number	Date appointed to employment
Position held	Date appointed to position
Current scale e.g. NJC, Main scale, Threshold, Leadership (if applicable)	
Present Salary (include any allowances)	
Please give a brief description of the main duties of this post	

PREVIOUS EMPLOYMENT (most recent first, not including current employer)

Dates of Employment	Employer	Position	Reason for Leaving

EDUCATION (most recent first, higher, further & secondary)

Date		Educational Establishment	Course / Qualification	Level / Grade
from	to			

IN-SERVICE TRAINING (last 5 years) & **ADDITIONAL QUALIFICATIONS**

Date		Provider	Course / Qualification	Impact
Month / Year	Duration			

DISABILITIES

The school wishes to encourage people with disabilities to apply for jobs.

If you have a disability (as defined by the Disability Discrimination Act) and meet the essential criteria for the post you will receive an interview. You do not have to declare a disability but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us

Please tick here if you have a disability

In relation to any disability, would you require any special facilities or assistance at interview?

No Yes (please give details)

CRIMINAL OFFENCES

This appointment is excluded from the non-disclosure provisions under the Rehabilitations of Offenders Act 1974. Applicants must declare any convictions which for other purposes are 'spent' and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the school. Any information given will be treated confidentially.

Have you ever been convicted of a criminal offence (including Absolute Discharge) or been given a caution, reprimand, warning or bind-over?

No Yes

If 'Yes', please complete the disclosure of criminal conviction at the end of this application form.

DECLARATION OF INTEREST / CODE OF CONDUCT / ADDITIONAL INFORMATION

Are you related to any staff of governors of this school?	Yes / No, If yes, what is the relationship?
Do you hold a current drivers licence	Yes / No
Do you need a work permit to work in the UK ? You will be required to present original & valid evidence at your interview	Yes / No (If yes, when does your work permit expire?)

Employees must not allow personal and/or private interests to influence their conduct as employees. All applicants are required to inform the Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.

If you have nothing to declare, please indicate this by writing 'None' in the space below.

DECLARATION OF INTEREST

REFERENCES

<p>References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one reference must be your present or most recent employer. If the employment was within a school, the reference should be provided by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary</p>	
Referee 1 Name	Referee 2 Name
Position in organisation	Position in organisation
Relationship to applicant	Relationship to applicant
Address	Address
Email	Email
Telephone	Telephone

SUPPORTING STATEMENT

The only means we have to judge whether you have the capability and potential to meet the criteria for the post is through your application form and your supporting statement in the form of a covering letter. This letter should be 1 or 2 sides of A4 paper (electronic equivalent) and should be written in 11 or 12 point font size. (The requirement for a covering letter may be waived for certain, non-class based positions).

This letter should describe how your experience, skills and knowledge meet the criteria for the post as described in the job description and person specification.

Personal Interests

Southfield Primary Academy upholds the highest standards of Safer Recruitment.
 I declare that the information I have provided is factually correct and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the school.

Signature _____ Date _____

Disclosure of Criminal Conviction

The job/placement for which you are applying involves substantial opportunity for access to children or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act, 1974 and subject to a Criminal Records Disclosure at enhanced level in accordance with the requirements of the Criminal Records Bureau and the Police Act 1997. You are required to declare all convictions, cautions or bind-overs you may have, or have had in the past, even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record, or other information will not debar you from appointment/placement unless the School considers that the conviction renders you unsuitable for appointment. In making this decision the School will consider the nature of the offence, how long ago and what age you were when it was committed as well as any other factors which may be relevant, including appropriate consideration in relation to the School’s published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light. If you would like to discuss whether a conviction you have would be likely to prevent you from working with children or vulnerable adults you may telephone the School Business Manager for a confidential discussion.

Date	Offence	Details (please tick)		Court / Police force that dealt with the offence(s)
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>		
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>		
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>		
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>		
Please give any further details that are relevant				

(Continue on a separate sheet if necessary)

Signed as a correct statement:

Please PRINT full name:

Date of signature:
