

PLEASE COMPLETE IN BLACK INK OR TYPE.

St Michael's CE Primary School will seek to ensure that all existing and potential employees are given equal opportunities. The Council is committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

VACANCY DETAILS

Job Title: _____

Post number (if applicable): _____

Service Unit/School: St Michael's CE Primary School _____

How did you hear about this vacancy? _____

PERSONAL DETAILS

Surname: _____

Forenames: _____

Address: _____

Preferred title: _____

Daytime phone no: _____

Evening phone no: _____

Mobile phone no: _____

Postcode: _____

Email: _____

NATIONAL INSURANCE NUMBER

ELIGIBILITY TO WORK IN THE UK?

Do you have permission to work in the UK? Yes No

If you are not a British national or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK:



POSITIVE ABOUT DISABILITY

St Michael's CE Primary School is positive about disability and encourages applications from disabled people.

The ✓✓ symbol means that all disabled applicants who satisfy the minimum criteria will be offered an interview.

If you consider that the provisions of the Disability Discrimination Act 1995 apply to you, please put a tick here .

If you require assistance at any stage of the process please contact the School Office on 01202 290497, or provide details below.

REFERENCES

Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, e.g. the name of your course Tutor(s)/Head Teacher or a suitable professional. It's our policy to contact referees prior to interview. If you wish to be contacted prior to your references being taken up, please put a tick in the box.

PRESENT (MOST RECENT) EMPLOYER

Name: _____

Capacity known to you: _____

Organisation: _____

Address: _____

Telephone no: _____

Email: _____

PREVIOUS EMPLOYER

Name: _____

Capacity known to you: _____

Organisation: _____

Address: _____

Telephone no: _____

Email: _____

Employment History

CURRENT / MOST RECENT EMPLOYMENT

You do not need to repeat these details in the Previous Employment section.

Employer's name and address

Employer's name and address	
Job Title	
Current salary	Date appointed
Grade	Notice Period
Main Duties	
Reason for leaving	

May we contact you at work if necessary? Yes No Contact no. _____

PREVIOUS EMPLOYMENT

Please indicate with a ✓ in the last column, your consent for additional references to be taken up at the discretion of the School. (This will only be done in specific circumstances)

Employer's Name and Address (Most recent first).	Job title and brief description of duties	Date from/to	Reason for leaving	✓
		To		<input type="checkbox"/>
		to		<input type="checkbox"/>
		to		<input type="checkbox"/>
		to		<input type="checkbox"/>

Please continue on separate sheet if required.

SUPPORTING STATEMENT

Please provide your supporting statement on a separate sheet(s), making reference to the criteria in our Person Specification. Your supporting statement should demonstrate your suitability for the post you are applying for in terms of your skills, knowledge and attributes.

Please complete each section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process.

Education/Training

EDUCATION/QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

Dates	Name of school/college/university/awarding body/grade of membership	Qualification obtained including grade & level (if shortlisted, you will be required to provide proof of any relevant qualifications and membership)

OTHER TRAINING/SHORT COURSES

Dates	Course title and duration

Please continue on a separate sheet if required.

Are you related to a Councillor, employee of the school, Member or School Governor? Yes No

If 'yes', please provide Name:

Relationship:

All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask a Councillor or employee of the school to use their influence to help you get a job.

If selected for interview, you must, at that stage, make known any personal or business relationship which may conflict with the role applied for.

If you are selected for interview how would you like to be contacted? Email Letter

DATA PROTECTION LEGISLATION

The information you have provided will be held in compliance with the Data Protection Act 1998.

If you have previous Local Government service or other service which counts as continuous, the School will seek confirmation from your last employer of your date of employment for continuous service purposes, in the event of you being offered a post. The School will also seek details of the number of days sickness absence (not reasons) in the last 12 months, for the purposes of administering the School Teachers Sick Pay scheme. You are deemed to have given your consent by signing this application form.

CERTIFICATION OF INFORMATION

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory references, medical assessment and Disclosure and Barring Service checks, where applicable.

Signature:

Date:

Please return your completed application to:

**St Michael's Primary School
Somerville Road
Bournemouth
BH2 5LH**

CONFIDENTIAL

EQUAL OPPORTUNITIES MONITORING INFORMATION

St Michael's CE Primary School will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

In order to help the School monitor the effectiveness of its Equal Opportunities Policy you are asked to provide the information requested below. This information is confidential and does not form part of your application. **This slip will be detached from your application form upon receipt and the information will not be taken into account when making the appointment.**

If you are successful at interview and take up employment with St Michael's CE Primary School, the equal opportunities information you have provided will form part of your employment record and will be held and maintained in accordance with the Data Protection Act 1998.

Application for the post of: _____

School: St Michael's CE Primary School _____

Date of Birth: _____

GENDER

Male
Female

DISABILITY

Do you consider yourself to have a disability under the Disability Discrimination Act 1995? A disability is defined as a 'physical or mental impairment which has substantial and long term adverse effects on the ability to carry out normal day to day activities'.

Yes
No
Prefer not to say

For more details, please contact the Disability Rights Commission Helpline on 08457 622633.

ETHNIC ORIGIN

White

British
Irish
Any other White background

Mixed

White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background

Asian or Asian British

Indian
Pakistani
Bangladeshi
Any other Asian background

Black or Black British

Caribbean
African
Any other Black background

Other ethnic group

Chinese
Any other ethnic group

Prefer not to say

SEXUAL ORIENTATION

Heterosexual
Bisexual
Gay/Lesbian
Prefer not to say

RELIGION AND BELIEF

Agnostic	<input type="checkbox"/>	Atheist	<input type="checkbox"/>
Baha'i Faith	<input type="checkbox"/>	Buddhism	<input type="checkbox"/>
Christianity	<input type="checkbox"/>	Hinduism	<input type="checkbox"/>
Islam	<input type="checkbox"/>	Jainism	<input type="checkbox"/>
Judaism	<input type="checkbox"/>	Sikhism	<input type="checkbox"/>
Zoroastriansim	<input type="checkbox"/>	Other	<input type="checkbox"/>
None	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

INTERNAL APPLICANTS ONLY

Is this a Promotional Opportunity for you?

Yes No

Thank you for your assistance