



Application form Part A

Job you are applying for:

Contact details

First names: Address and postcode: Daytime phone number: May we call you on your daytime number? Yes <input type="checkbox"/> No <input type="checkbox"/>	Last name: Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> (please say which): National Insurance number: Mobile phone number: Evening phone number:
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Main email address:
Other email address:
Note: We will use email to communicate with you during and after the recruitment process. Please consider this as you may not want to use your work email address. Please tick this box to confirm that you are happy for us to communicate with you by email.

Guaranteed Interview

Are you in receipt of cash value protection as a result of a change of grade:
Yes No

References

Please provide two references, one of which should be from your present or most recent employer (if you are applying for a job which needs a disclosure from the Disclosure and Barring Service, we will take up these references before we interview you; even if you indicate otherwise).

Name: Organisation, address and postcode: Phone number: Email: Job title: Relationship to you: Can we contact this person before we interview you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: Organisation, address and postcode: Phone number: Email: Job title: Relationship to you: Can we contact this person before we interview you? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Your right to work in the UK

Are there any restrictions which might affect your right to take up employment in the UK?

Yes No

If Yes, please give details.

What is your nationality?

Flexible working

We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities.

Do you want to work full-time only? Yes No

Would you like us to consider you for other working patterns (for example, job share, part-time work, working in term-time only and so on)? Yes No

Making reasonable adjustments

Do you need us to make any reasonable adjustments to help you in the recruitment process? Yes No

If 'Yes', please say what.

Relationships to governors

If you have any relationship with any school governor, please tell us their name and the relationship.

You must not use your relationships with governors to try to get a job with us. If you do, we will not consider your application.





Convictions

Have you ever been convicted of a criminal offence? (Do not include spent convictions, which are convictions you do not normally have to mention when applying for a job. A prison sentence of more than two and a half years can never become spent.)

Yes No If 'Yes', please give details.

Offence:

Date of conviction:

Judgement or sentence:

Additional Information:

Note: As you are applying for a job which is not covered by the Rehabilitation of Offenders Act please ensure you also fill in the Safe Recruitment Form which includes a question about spent convictions.

National Fraud Initiative (NFI) fair processing notice

We have to make sure that the money we use is safe from fraud. We may use the information you have given on this form to prevent and detect fraud. We can also share this information with other organisations responsible for auditing or managing public money.

We will use this information to monitor equality and diversity and may share this information with our trade unions.

Declaration

I declare that, as far as I know, all the information I have given is correct. I understand that if I give false or incomplete answers you will not consider my application or, if you have already given me the job, you may dismiss me without notice.

Your signature:

Date:





Membership of professional organisations

Please list any professional organisations you are a member of which are relevant to the job you are applying for. If you are applying for a teaching job, tell us your Department for Education (DFE) reference number and whether you have Qualified Teacher Status (you are qualified to teach in England and Wales).

Professional organisation	Level of membership

Your current or most recent job

Please tell us about your current job. If you are not currently employed, please tell us about your last job.

Employer's name and address	
Position held	
Date your employment started	
Main duties	
Main achievements	
Reason for leaving and leave date	
How much notice do you have to give?	
Please tell us your current salary and pay scale.	Salary: Pay scale:





Your past jobs

Please tell us about any previous employment. Start with the most recent and work backwards. Please show and explain any gaps in your employment history. (Continue on another sheet if you need to.)

Employer's name and address	Position held	Dates and reason for leaving





Skills, knowledge and experience

Using the person specification as a guide, please tell us how you feel you meet the requirements of the job. It is very important that you support your application with examples, which can come from experiences at work and in other situations.

Continue on another sheet if you need to.





Part C

Monitoring equality and diversity

Name:

Job you are applying for:

Equality in employment

We aim to have a workforce that reflects the different customers we have. To measure our performance in meeting this aim, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

Please provide details about yourself by ticking the relevant boxes.

Gender

Are you: male? female?

Disability

The Equalities Act 2010 defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities'.

Do you consider you have a disability under this definition? Yes No

As part of our Guaranteed Interview Scheme, we interview all applicants who declare they have a disability if they meet the minimum criteria for a job vacancy.

Are you responsible for caring for anyone?

I am not responsible for caring for anyone.
I care for children or a child.
I care for another relative.
I care for someone else (please say who).

Your date of birth

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People who already work for us

Do you work for us? Yes No

If 'Yes', would this job be a promotion for you? Yes No





How would you describe your ethnic background?

White:

- British
Irish
Any other white background

Black or black British:

- Caribbean
African
Any other black background

Asian or Asian British:

- Indian
Pakistani
Bangladeshi
Any other Asian background

Mixed:

- White and black Caribbean
White and black African
White and Asian
Any other mixed background

Chinese or other ethnic group:

- Chinese

Any other ethnic group

Please say which

Relationship status

- Divorced or my civil partnership has ended Single
Married or in a civil partnership Prefer not to say
Widow or widower

How would you describe your sexual orientation?

- Bisexual Gay man
Gay woman or lesbian Heterosexual
Prefer not to say

How would you describe your religion and belief?

- Buddhist Christian
Hindu Jewish
Muslim Sikh
Other No religion
Prefer not to say

Where did you find out about this vacancy?

- Our jobs bulletin Website
Local press National press
Other (please say which)

Please return a hard copy of your completed application form to:

Hotspur Primary School
Mowbray Street
Newcastle upon Tyne
NE6 5PA

