



## Employment Application

**This document can be made available in other languages, on tape, in Braille, large print and in other formats. For more information please contact 01803 207369/207362**

Thank you for requesting an application form for a vacancy at Torquay Girls' Grammar School. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes.

- Please note:*
- CVs will not be accepted;
  - All sections of the form must be completed;
  - Late applications will not normally be considered.

<b>Post Applied for:</b>
<b>Closing Date:</b>

### Personal Details:

Title:	
First Name:	Last Name:
Address:	Daytime No (incl. STD code):
	Evening No (incl. STD code):
	Mobile No :
Post Code:	E-mail Address:

For posts requiring a Disclosure & Barring Service 'Enhanced Disclosure' (DBS), candidates MUST supply the following additional information, which will only be used for the purposes of identity verification when references are taken:

Previous name/s (if you have any) or insert the word none:	
Date of Birth:	
National Insurance No:	

**Present / most recent employer:** (this may be paid or unpaid)

Job Title:	
Employer's Name & Address:	
Date started: DD/MM/YYYY	
Notice Required:	Or Date left: DD/MM/YYYY
Reason for leaving:	
Brief Description of Duties:	
Pay and other Benefits:	

**Full record of previous employment:** (this may be paid or unpaid)

Please put most recent job first. Any dismissal or redundancy must be clearly stated

Employer & Address	Job Title	From	To	Reason for Leaving

*Please continue on an additional sheet if necessary.*

**Gaps in Employment or Training:** Please indicate and explain any gaps:

Date From	Date To	Reason for Gap

Please continue on an additional sheet if necessary.

**Relevant Qualifications:**

Educational Establishment / College / University	From	To	FT/ PT	Exams passed and Qualifications gained including NVQs (include grades and date attained)

**Professional Membership / Registration:**

Professional Body	Membership Registration No	Membership Status	Date Entered / Awarded

**Relevant Training (e.g. short courses/ further development):**

Course	Date	Qualification (if appropriate)

Please continue on an additional sheet if necessary.

## Supporting Evidence:

Please indicate below why you are applying for this post. Please say how your skills, knowledge and previous experience (whether paid or unpaid, community activities, domestic or family experience) are relevant to the post and how they meet the criteria on the person specification and job description:

*Please continue on an additional sheet if necessary.*

## References:

Please give the name and address of two referees from which the school may seek information regarding your suitability for employment covering at **least the last 5 years** of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school / college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Please continue on a separate sheet if necessary

### **For posts that require a DBS check**

If you are not currently working with children but have done so in the past, the second referee you supply should be from the most recent employer where you were employed to work with children or vulnerable adults

It is the school's practice to take up references for short-listed applicants prior to interview unless you request otherwise

REFERENCE 1 If you do not wish this person to be contacted without prior consultation please put a cross in the box <input type="checkbox"/>	REFERENCE 2 If you do not wish this person to be contacted without prior consultation please put a cross in the box <input type="checkbox"/>
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
Relationship:	Relationship:
How long known?	How long known?

For official use ONLY - section to be completed by designated school representative

**Verbal Verification - A written reference must be verbally verified on receipt. This must be recorded below:**

Reference 1	Reference 2
Name/Details of the person contacted:	Name/Details of the person contacted:
Date the verbal verification took place:	Date the verbal verification took place:
I have verbally verified this reference: Signature:	I have verbally verified this reference: Signature:
Date:	Date:

**Declarations:**

**Equalities Act 2010**

The Equalities Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities”

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process

Please provide details below of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview.

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.....  
.....  
.....  
.....  
.....  
.....

**Disciplinary Action**

Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

Yes  No

If 'yes' please give brief details below or on an additional sheet if necessary:

.....  
.....  
.....  
.....  
.....  
.....  
.....

**Eligibility to work in the UK**

Are you eligible to work in the United Kingdom and are you able to provide proof of this?

Yes  No

**The Immigration, Asylum and Nationality Act 2006** requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file.

**Declarations (continued):**

Are you in any way related to or have a personal relationship with the school governors or any employee of the school?

Yes  No

If 'Yes' please give details below:

Name: .....

Relationship: ..... Job Title: .....

Soliciting support or information, which may be deemed to offer an unfair advantage, from the governors or employees of the school in connection with this appointment will disqualify your application.

Do you have any convictions that are not spent under the **Rehabilitation of Offenders Act 1974**?

Yes  No

If 'Yes' please give details below or on an additional sheet if necessary:

.....  
.....  
.....  
.....

**For posts that require an Enhanced DBS**

For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974 and in respect to any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

Please give details below, or if you prefer, on an additional sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure":

.....  
.....  
.....  
.....

**Safeguarding**

Torquay Girls' Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for. By signing this application form you are confirming your agreement/commitment.

For further information visit [www.swcpp.org.uk](http://www.swcpp.org.uk)

## Declarations (continued):

- I confirm that I have read and understood the enclosures provided with this application form.
- I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the school's decision to employ.
- I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated.
- I declare that I have not canvassed any employee or governor either directly or indirectly in connection with this application.
- I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

### **Data Protection - Fair Processing Notice**

The collection, processing, maintenance and retention of any personal data which Torquay Girls' Grammar School processes, is governed by legislation such as the UK Data Protection Act 1998, and by the school's own policies and procedures. Torquay Girls' Grammar School will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for a Torquay Girls' Grammar School vacancy.

The information given will be provided to school employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur. If you are successful in your application for employment with the school, then the application form will be kept on your personnel file for the duration of your employment.

For information regarding how your personal data is used by the school, please contact the school on 01803 613215.

I note that the information provided on this application form may be held, further processed or verified, in accordance with the Data Protection Act 1998.

*Signature:* .....

*Date:* .....

**Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.**



## EQUAL OPPORTUNITIES MONITORING

This Academy is committed to the promotion of equality of opportunity in its employment policies, practices and procedures. To make this meaningful we need to monitor the effectiveness of our policies, by analysing statistical information. The information requested below is used for statistical purposes only. This information is not used to inform decisions about individuals. The data is gathered and used, for instance, to record percentages of different groups (e.g. to benchmark against community profiles) and indicate if particular groups are being treated differently. The monitoring of statistical data will help us to ensure we are effectively promoting and operating equal opportunities and anti-discriminatory practice in our employment policies and procedures. All information is held securely and confidentially.

**We ask you to sign this form at the end to show that you understand that we will retain the information and what it will be used for.**

Explanatory notes:

### Ethnic Origin

The ethnic origin categories are the same as those used in the population census in 2001. They are recommended by the Equality and Human Rights Commission as the basis for reporting statutory performance indicators.

### Disability

The definition of disability under the Equalities Act 2010 states that “a person has a disability for the purposes of this Act if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.

General information	
Title	
First name(s)	
Surname	
<b>Please indicate which staff group you currently work in:</b>	<b>(tick)</b>
Leadership Group	
Teachers	
Teaching Assistants	
Support Staff	

Gender			
Classification	(tick)		(tick)
Male		Female	

Age							
	(tick)		(tick)		(tick)		(tick)
16 to 19		30 to 39		50 to 59		65 +	
20 to 29		40 to 49		60 to 64			

Disability - do you consider yourself to have a disability?			
	(tick)		(tick)
Yes		No	

Is there anyone who relies on you for day-to-day care and attention?					
		(tick)			(tick)
Yes			No		
If YES, please tick as appropriate- do you consider yourself to have a disability?					
		(tick)		(tick)	(tick)
Children	Age 0 to 6		Age 6 to 11		Age 12 to 16
Other dependant or person to whom you are a carer					

Ethnicity – how would you best describe your ethnic origin?			
Classification		Code	(tick)
White	British (i.e. English/Scottish/Welsh)	WB	
	Irish	WI	
	Any other White background*	WO	
Mixed	White and Black Caribbean	MC	
	White and Black African	MB	
	White and Asian	MA	
	Any other Mixed background*	MO	
Asian or Asian British	Indian	I	
	Pakistani	P	
	Bangladeshi	B	
	Any other Asian background*	AO	
Black or Black British	Caribbean	BC	
	African	BA	
	Any other Black background*	BO	
Chinese	Chinese	C	
*Other ethnic group	Please state:-	OE	

I confirm the above information is correct. I confirm that I understand how the information provided will be retained and what it will be used for. I understand that the information on this form will be treated in the strictest confidence.

Name .....

Signed.....

Date.....

Thank you for taking the time to complete this form.