|  |  |
| --- | --- |
| Kings Road Community Primary School |  |
| Application Form |
| *Excellence without compromise* |

|  |
| --- |
| All application forms should be emailed to: vacancies@kingsroadschool.co.ukIf email is impossible they may be posted to the school address |
| *Kings Road Primary School is committed to safer recruitment processes* |

|  |  |
| --- | --- |
| Post Applied For |  |
| School | Kings Road Community Primary School |
| Kings Road Primary School is committed to safer recruitment processes |

|  |
| --- |
| Personal Details |
| Surname |  | First Names |  | Title |  |
| Home Address |  | Postcode |  |
| National Insurance Number |  | Date of Birth |  |
| Mobile Phone Number |  | Landline |  |
| Email address |  |
| Do you wish to job share? (Y/N) |  | Details |  |
| Please detail below if you are related to a member of the staff or potential interview panel |
|  |

|  |
| --- |
| Present or most recent employer details |
| *Please give details of your current or most recent employer.**If you have more than one position please provide details on an additional sheet)* |
| Name of employer |  |
| Address of employer |  | Postcode |  |
| Dates of employment |  | Post Title |  |
| Grade (if relevant) |  | Salary |  |
| Date of leaving (if applicable) |  | Salary/Wage |  |
| Please provide a brief summary below of your main duties. |
|  |

|  |
| --- |
| Additional Employment |
| *Please list below any employment that will continue should you be appointed to the above position.* |
|  |

|  |
| --- |
| Previous Employment |
| *Please list your previous employment starting with the most recent first. There must be no gaps since leaving full time education, if you were unemployed please state the dates below. Please continue on an additional sheet if necessary.* |
| Name of employer | Position held | Grade/Salary | FromMonth & Year | ToMonth & Year | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| Qualifications |
| *Please give details of qualifications that you have gained or are working towards, including professional and academic qualifications*  |
| Qualification | Grade | Date | Details (If Relevant) |
|  |  |  |  |
| Training |
| *Please list any training relevant for this position.*  |
| Course Title | Date | Details (If Relevant) |
|  |  |  |

|  |
| --- |
| Early or ill-health retirement/voluntary redundancy |
| *Please list below of you have been granted early or ill-health retirement or taken voluntary redundancy from any Local Government Employer. Please include details of enhancements and the name of the employer.*  |
|  |

|  |
| --- |
| References |
| *Two references must be obtained from all successful candidates. The first reference must be your present or most recent employer and may not be a member of the interview panel or a relative.*  |
| First Reference | Second Reference |
| Can we take up a reference at this stage? | Y/N | Can we take up a reference at this stage? | Y/N |
| Name |  | Name |  |
| Relationship to you |  | Relationship to you |  |
| Job Title |  | Job Title |  |
| Phone number |  | Phone number |  |
| Email  |  | Email  |  |
| Address/postcode |  | Address/postcode |  |

|  |
| --- |
| Equal Opportunities/Access Arrangements |
| *Please detail below any arrangements/adjustments that we may need to make should you be invited for interview.* |
|  |

|  |
| --- |
| Supporting Information |
| *Please include any supporting information in the box below. This may for example be an accompanying letter. Please do not exceed 2 pages.* |
|  |
| Supporting Information - continued |
|  |

|  |
| --- |
| Disclosure of a criminal background |
| ***Information requested under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975****Normally under the above act, some criminal convictions do not have to be disclosed after a period of time when they become ‘spent’. This does NOT apply to posts which are involved with vulnerable groups (e.g. children, elderly people etc.).**Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you MUST answer the following questions about current and ALL previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the Council considers that the conviction renders you unsuitable.**Failure to disclose this information could lead to your application being rejected, or if you were appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.* |
| Have you ever been cautioned, or convicted of any criminal offence? | Y/N |
| If yes please provide further information, including dates below |
|  |
| Have you been charged with an offence that has not yet been brought to trial? | Y/N |
| If yes please provide further information, including dates below |
|  |
| *If you are ultimately offered the position we will carry out an independent check through the Criminal Records Bureau.**I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal* |
| I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to a dismissal. |
| Signed |  | Date |  |

|  |
| --- |
| Declaration |
| *I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment.**(WARNING: \*Any person appointed by the Authority having given false information will be liable to summary dismissal)**Please note that a 6-month probationary period applies to all new entrants to Trafford Council, regardless of previous local government service.**This signature may be signed at the interview stage if the form is submitted by email (which is preferred)* |
| Signed |  | Date |  |

|  |
| --- |
| Data Protection Act 1998 |
| *All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. However, the authority is under a duty to protect public funds it administers and to this end may use this information you have provided on this form within its authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months then destroyed. If you are a successful candidate your application form will be used as part of your personnel record.* |