**Application for Employment – Manshead School**

Jobs working with Children and Vulnerable Adults

**The Governors of Manshead School are committed to safeguarding and promoting the welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.  
Please read the information and guidance notes before you complete the form.**

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| SECTION A | **Job Details** | |
| Job applied for: | |  |
| Location: | |  |
| Job Reference Number: | |  |

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| SECTION B | **Personal Information** | | |
| Surname: | |  | |
| First Name: | |  | |
| What title do you use?(For e.g. Mr/Mrs/Miss/Ms/Dr): | |  | |
| Address (including post code): | |  | |
| **How may we contact you quickly:** | | **Daytime** | **Evening** |
| **Telephone Number:** | |  |  |
| **Mobile Number:** | |  |  |
| **Email Address:** This address may be used to contact you during the recruitment process. | |  | |

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| SECTION C | **Current or most recent Employment/Voluntary Work** | | | |
| Name and address of organisation: | | | **Job held:** | **Current Salary/Pay Rate:** |
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| **Date of appointment:** | **Length of notice:** |
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| **Brief summary of duties and responsibilities:** | | | | |
| **Are you currently in employment?**  **Yes No** | | **If no, please state the date when last employment ended and the reason:** | |  |

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| SECTION D | **Educational and Professional/Specialist Qualifications** | | |
| **Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.** (Please use an additional sheet if necessary) | | | |
| **Name and address of School,**  **College or University attended:** | | **Qualifications: (for example NVQ, GCSE, A level, Degree)** | **Grade/Result received:** |
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| **For teachers please provide your DfE no.:** | | | | |

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| SECTION E | **Training relevant to this post.** (Please use an additional sheet if necessary) | | |
| **Name of Organisation:** | | **Name of specialist training courses:** | **Result received:** |
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| SECTION F | **Employment History** | | | | |
| **Please give details of your full employment history in date order starting with the most recent.**  **You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.**  (Please use an additional sheet if necessary) | | | | | |
| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** |
| **From:** | **To:** |
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| **Please give details and reasons of any gaps in work history:** | | | | | |

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| SECTION G | **Additional Information** |
| **With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.**  **(Please use an additional sheet if necessary)** | |
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| SECTION H | **References** |
| Please give the names of two referees who can provide professional or educational references (not just character references). The first must be from your present or last employer/voluntary organisation, if applicable.  If you presently work in a school the first referee must be your present Headteacher. In other situations the person you name must hold a managerial or personnel position in the organisation that employs you and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.  Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. Where this was a school your referee must be the Headteacher.  The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  **PLEASE NOTE THAT The Governors of Manshead School reserve the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.** | |

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| **Referee from Present or Last Employer/Voluntary Organisation** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

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| **Second Referee** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

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| **Additional Referee – please provide an additional referee below if we are unable to contact your present employer prior to interview.** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

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| SECTION I | **Further Information** | |
| 1. Your job may require you to travel around the county (see person specification). Would this present any difficulty for you? | | **Yes No** |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK?   You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | | **Yes No** |
| 1. Are you, to your knowledge, related to or have a close relationship with any, Officer or School Governor? | | **Yes No** |
| 1. Do you hold any other appointment that would continue if you were appointed to this job? | | **Yes No** |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfES, GSCC or been placed on List 99,   POVA or POCA? | | **Yes No** |
| 1. The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974’. You are required to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands.   Do you have any such record that you should declare? | | **Yes No** |
| If you have answered 'yes' to questions 1, 2, 3, 4, 5 or 6 please give details below: | | |

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| SECTION J | **Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.  I understand that any subsequent contract of employment with the School will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If you lobby Governors or employees of the School, either directly or indirectly, in connection with your application you will be disqualified.** | |

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| **Data Protection Act 1998: Assurance of Fair Processing:** We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.  We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes. |

**Please return your completed application form to:**

Manshead School, Dunstable Road, Caddington, LU1 4BB or email to [office@mansheadschool.co.uk](mailto:office@mansheadschool.co.uk)

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

The Governors of Manshead School recognise and actively promotes the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

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| **SECTION A** | | |  | | | | | | | | | | | | | | |
| **Your full name:** | | | | | | | | | | | **Title:** | | | **Date of Birth:** | | | |
| **Gender: (please specify)** | | | | | | | | | | | **National Insurance Number:** | | | | | | |
| **Other names you have been known by:** | | | | | | | | | | | | | | | | | |
| **Please state where you saw this post advertised:** | | | | | | | | | | | | | | | | | |
| **SECTION B** | |  | | | | | | | | | | | | | | | |
| **a) Ethnic Classification** Which of the following groups do you feel best describes your ethnic origin? | | | | | | | | | | | | | | | | | |
| **Asian/Asian British** | Indian | | | |  | Pakistani | | |  | Bangladeshi | | |  | | Other Asian background Please specify |  | |
| **Black/Black British** | Caribbean | | | |  | African | | |  | Any other Black background | | |  | | Please specify background |  | |
| **Chinese or other Ethnic Group** | Chinese | | | |  | Any other Ethnic group | | | | | | |  | | Please specify Ethnic Group |  | |
| **Mixed** | White and Black Caribbean | | | |  | White and Black African | | |  | White and Asian | | |  | | Other Mixed background Please specify |  | |
| **White** | British | | | |  | Irish | | |  | Any other Mixed background | | |  | | Please specify background |  | |
| **b) Disability** The Disability Discrimination Act defines disability as ‘a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out day to day activities’. | | | | | | | | | | | | | | | | | |
| **Do you consider yourself to have a disability under the Disability Discrimination Act 1995?** (Please select Yes/No as appropriate) | | | | | | | | | | | | | | | **Yes** | **No** | |
| **If you have answered 'yes' please complete the form overleaf.** | | | | | | | | | | | | | | | | | |
| **c) Sexual Orientation:** Which of the following do you feel best describes your sexual orientation? | | | | | | | | | | | | | | | | | |
| **Lesbian** |  | | | **Gay Man** | | |  | **Bisexual** | | | |  | **Heterosexual** | | | |  |
| **d) Religion/Faith/Belief:** Which of the following groups do you feel best describes your religion/faith/belief?Religion/Faith/Belief? | | | | | | | | | | | | | | | | | |
| **Buddhist** |  | | | **Christian** | | |  | **Hindu** | | | |  | **Jewish** | | | |  |
| **Muslim** |  | | | **Sikh** | | |  | **No Religion** | | | |  | **Other** please specify | | |  | |