**MOORDOWN ST JOHN’S CE PRIMARY SCHOOL**

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| **Job title of the vacancy** |  | | | |
| **Where did you see this vacancy advertised?** |  | | | |
| **Personal Details** | | | | For MSJ use only  **Candidate number:** | | | |
| Preferred title:  (Type ‘X’ in the relevant box) |  | **Mr** |  | **Mrs** | |  | **Miss** |
|  | **Ms** |  | **Dr** | | **Other specify below** | |
|  | | | | | | |
| Legal first name: |  | | | | | | |
| Legal surname: |  | | | | | | |
| First name you prefer to be known as (if different to legal first name): |  | | | | | | |
| Surname you prefer to be known as (if different to legal surname): |  | | | | | | |
| Previous names: |  | | | | | | |
| Personal email address: |  | | | | | | |
| National Insurance number: |  | | | | | | |
| **Telephone Contact Details** | | | | | | | |
| Home: |  | | | | | | |
| Work: |  | | | | | | |
| Mobile: |  | | | | | | |
| Preferred contact number:  (Type ‘X’ in the relevant box) |  | **Home** |  | **Work** | |  | **Mobile** |
| **Current Home Address Details** | | | | | | | |
| Address 1: |  | | | | | | |
| Address 2: |  | | | | | | |
| Town/City: |  | | | | | | |
| County: |  | | | | | | |
| Postcode: |  | | | | | | |
| Country: |  | | | | | | |

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| **Special Interview Requirements -** we welcome applications from all sections of our community and are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. | | | | | | | |
| If you would like any adjustments or arrangements to support you to engage with our interview/selection process, please provide details here: | |  | | | | | |
| **Your Current (or Most Recent) Employer -** leave blank if you’ve never been in paid employment | | | | | | | |
| Name of employer: | |  | | | | | |
| Your job title there: | |  | | | | | |
| Date you started (dd/mm/yy): | |  | | | | | |
| Annual salary:  (If you don’t work full-time, please tell us your pro rata salary here) | |  | | | | | |
| Leaving status:  (Type ‘X’ in the relevant box) | |  | **I still work there** | | |  | **I have left their employment** |
| Leaving date (if applicable): | |  | | | | | |
| Your reason(s) for leaving/looking for a new job: | |  | | | | | |
| **Other Employment and Volunteering History** | | | | | | | |
| Please give details of your full remaining employment and volunteering history (since full-time education).  List them in order of newest to oldest. You must explain the reason for any gaps between them. | | | | | | | |
| **Name of employer** | **Your job title there** | | | **Start date** | **Leaving date** | | **Reason for leaving / explanation for any gap** |
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| **Further and Higher Education History** | | | |
| Please give details of any further/higher educational institutions you have studied at (since, but not including, your secondary education). Include colleges, sixth forms, universities, polytechnics etc.  List them in order of newest to oldest. You must explain the reason for any gaps between them. | | | |
| **Name of institution** | **What course(s) did you study there?** | **Start date** | **Leaving date / explanation for any gap** |
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| **Your Qualifications and Relevant Training** | | | |
| Include secondary education qualifications (eg. GCSEs), short courses and professional training/qualifications. | | | |
| **Qualification / training** | **Grade awarded**  **(if applicable)** | **Awarding body / Training provider** | **Date qualification awarded / training completed** |
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| **Your Personal Statement** | | | |
| Use this section to explain how your skills, experience and knowledge make you a suitable candidate for the job. You could include any voluntary work, leisure interests and other activities which you consider to be relevant to the role. You must say how you meet the requirements set out in the Person Specification and how your previous experience is relevant to the main duties/repsonsibilities of the post.  The box will expand to allow you to add as much text as you wish.  If completing this form by hand, add an extra sheet of paper and write your statement on it. | | | |
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| **Membership of Professional/Technical Bodies** | |
| If you are currently a member of any professional or technical bodies, please provide details here: |  |

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| **Driving -** type ‘X’ in the relevant boxes | | | | |
| Do you hold a current driving licence? |  | **Yes** |  | **No** |
| Do you have the use of a private vehicle for commuting? |  | **Yes** |  | **No** |
| Do you have a D1 minibus licence? |  | **Yes** |  | **No** |

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| **Right to Work in the UK and overseas living/working -** type ‘X’ in the relevant box | | | | | |
| Do you have the right to work in the UK?  *Supporting evidence required* |  | **Yes** |  | **No** |
| Have you lived or worked in any country outside the UK for six months or more (whether continuously or in total) in the last 5 years, while aged 18 or over? *If so, we may contact you for further information in due course.* |  | **Yes** |  | **No** |

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| **Questions for TEACHING STAFF VACANCIES ONLY –** skip this section if you are applying for a support staff role | | | | | | |
| Do you hold Qualified Teacher Status (QTS)? |  | **Yes:** please give date of qualification and certificate number | | |  | **No** |
| What is your [Teacher Reference Number](https://www.gov.uk/guidance/teacher-reference-number-trn) (TRN)? | |  | | | | |
| Have you successfully completed a statutory induction period  (also known as “NQT” or “ECT”)? |  | **Yes** |  | **No – I intend to do this** | | |
|  | **No – I am exempt** |

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| **ALL VACANCIES References** | | | | | |
| Please provide contact details for two people (from two different organisations) who have agreed to supply a reference about you. We will contact them if you are shortlisted (before your interview). Your referees must know you from work, volunteering or education and be senior people with appropriate authority to give a reference on behalf of their organisation (e.g. senior management or HR). We cannot accept references from your relatives or anyone writing in the capacity of friend or neighbour only. At least one referee must be from an organisation where you worked with children (unless you have never worked with children before). | | | | | |
| **Referee 1 – MUST BE FROM YOUR CURRENT OR MOST RECENT EMPLOYMENT/VOLUNTEERING/EDUCATION** | | | | | |
| Name of referee: | |  | | | |
| Referee’s job title: | |  | | | |
| Employer/organisation name: | |  | | | |
| Address 1: | |  | | | |
| Address 2: | |  | | | |
| Town/City: | |  | | | |
| County: | |  | | | |
| Postcode: | |  | | | |
| Country: | |  | | | |
| Telephone number: | |  | | | |
| Professional/work email address: | |  | | | |
| Relationship to you (e.g. Manager/Headteacher/HR): | |  | | | |
| Did you work with children at this referee’s organisation?  (Type ‘X’ in the relevant box) |  | | **Yes** |  | **No – my other referee covers a role where I worked with children** |
|  | | **No - I have never worked with children** | | |

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| **Referee 2** | | | | | |
| Name of referee: | |  | | | |
| Referee’s job title: | |  | | | |
| Employer/organisation name: | |  | | | |
| Address 1: | |  | | | |
| Address 2: | |  | | | |
| Town/City: | |  | | | |
| County: | |  | | | |
| Postcode: | |  | | | |
| Country: | |  | | | |
| Telephone number: | |  | | | |
| Professional/work email address: | |  | | | |
| Relationship to you (e.g. Manager/Headteacher/HR): | |  | | | |
| Did you work with children at this referee’s organisation?  (Type ‘X’ in the relevant box) |  | | **Yes** |  | **No – my other referee covers a role where I worked with children** |
|  | | **No – I have never worked with children** | | |
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| If you’d like us to contact you before requesting references, please give details here: | | |  | | |
| **Relationship to the School**  Are you related to or well known to a Member, Governor/Director, employee or pupil of the school? | | | **If so, please give details below:** | | |

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| **Online Activity Search Details** | | | | | |
| If you are shortlisted, we may carry out a search on your publicly available online activity. This search is solely for the purposes of identifying candidates who are unsuitable to work with children and the findings will be discussed with you at your interview. To help with this, please provide your username/handle for any social media platforms that you are currently registered on. Leave this blank for any platforms that you’re not registered on. | | | | | |
| **Platform** | **Your Username/Handle** |  | **Platform** | **Your Username/Handle** |
| Facebook | Facebook.com/ |  | Reddit | u/ |
| Twitter | @ |  | LinkedIn |  |
| Instagram |  |  | Nextdoor |  |
| TikTok |  |  | Other(s): |  |

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| **Disclosure, Barring and Recruitment Checks** |
| Moordown St John’s CE Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to a relevant post.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a children’s barred list check.  **It is an offence to seek employment in regulated activity if you are on a barred list.**  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified. Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

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| Do you have a DBS certificate? |  | **Yes** |  | **No** | **If Yes:** please provide the clearance date |

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| **Declarations (mandatory for all applications)** |
| I certify to the best of my knowledge and belief that the information in this application is true and accurate.  I understand that if the information is false or misleading it will disqualify me from being appointed (or could lead to a disciplinary action or dismissal if I have already been appointed). I acknowledge that electronic receipt of this form by Moordown St John’s Primary School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.  For the purposes of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), I give my consent to this form and related information being processed and retained on file by Moordown St John’s Primary School and relevant third parties in administering its recruitment process (as set out in the Privacy Notice).  Type ‘X’ in the box below to agree to this declaration (mandatory). |

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|  | **Yes** |

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| **Signed:** |

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| **Date:** |

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| **Email your completed application form to** [**n.armstrong@st-johns.bournemouth.sch.uk**](mailto:n.armstrong@st-johns.bournemouth.sch.uk) **or post/deliver to:**  **Mrs N Armstrong**  **Admin & Personnel Manager**  **Moordown St John’s CE Primary School**  **Vicarage Road**  **BOURNEMOUTH**  **BH9 2SA** |



Moordown St John’s CE Primary School

Equalities Monitoring

This form will be detached from your application prior to shortlisting.

Moordown St John’s CE Primary School is bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we ae complying with relevant legislation, we ask you to voluntarily provide the information requested below.

**The information on this form will not be used during the selection process - it will be used for monitoring purposes only.**

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| equalities monitoring information | | | | | | | | | | |
| **What is your date of birth?** | | **D** | **D** | **M** | | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  | |  |  |  |  |  |
| **What is your sex?** | | ☐ Male  ☐ Female | | | | | | | | |
| **What gender are you?** | | ☐ Male  ☐ Female  ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **Do you identify as the gender you were assigned at birth?** | | ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background | | | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say | | | | | |

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| **Which of the following best describes your sexual orientation?** | | | | |
| ☐ Bisexual  ☐ Heterosexual/straight  ☐ Homosexual | | ☐ Other  ☐ Prefer not to say | | |
| **What is your religion or belief?** | | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say |
| **Pregnancy and maternity** | | | | |
| Are you pregnant?  ☐ Yes  ☐ No  ☐ Prefer not to say | | | Have you given birth within the last 12 months?  ☐ Yes  ☐ No  ☐ Prefer not to say | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | | |

**Thank you for taking the time to complete this Equalities Monitoring form.**

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| For MSJ use only  **Post applied for:**  **Candidate number:** |