**Please note that CVs cannot be accepted**

**Application Form**

Please complete All Sections of this form as appropriate, and for ease of photocopying, complete in Type or Black Ink.

Please note sections 1, 2 & 3 of this application form will be removed prior to shortlisting.

Please e-mail completed application form to: [hls\_hr@holly-lodge.org](mailto:hls_hr@holly-lodge.org)

|  |  |
| --- | --- |
| Post applied for: |  |
| How did you hear about this post: |  |

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| **Section 1 – PERSONAL DETAILS** | | | | | | |
| Title: |  | Home address:  (Inc. postcode) |  | | | |
| Forename: |  |
| Surname: |  |
| Middle name(s): |  |
| Date of birth: |  |
| Mobile No. |  |
| Home No. |  |
| GTC Reg. Date: |  | DfE No. |  | | | |
| E-mail: |  | NI No. |  | | | |
| Do you have the legal right to live and work in the UK? | | | YES |  | NO |  |

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| **Section 2 – EQUAL OPPORTUNITIES**  As part of our equal opportunities policy we request that you complete the following information. This information is used for monitoring purposes only. All information will be treated as confidential and will not be used when shortlisting or deciding whether an applicant is successful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination. | | | | | | |
| **Gender** | Male |  | Female |  | Prefer not to say |  |
| **Age** | 16 – 17 |  | 18 – 24 |  | 25 – 29 |  |
| 30 - 39 |  | 40 – 49 |  | 50 – 59 |  |
| 60+ |  |  | | | |
| **Sexual Orientation** | Bisexual |  | Gay |  | Heterosexual |  |
| Prefer not to say |  |  | | | |

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| **Ethnicity** | Prefer not to say |  | Asian or Asian British - Chinese |  |
| Asian or Asian British - Bangladeshi |  | Asian or Asian British - Other |  |
| Asian or Asian British - Indian |  | Black or Black British - African |  |
| Asian or Asian British - Pakistani |  | Black or Black British - Other |  |
| Black or Black British - Caribbean |  | Mixed Ethnic - White & Black African |  |
| Mixed Ethnic - White & Asian |  | Mixed Ethnic Group - Other |  |
| Mixed Ethnic - White & Black Caribbean |  | White - Gypsy or Irish Traveller |  |
| Other Ethnic Group - Arab |  | White - Other |  |
| White - Irish |  | Any other ethnic group (not listed) | |
| White - Welsh/English/Scottish/N.Ireland |  |  | |

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| **Religion/ Belief** | Buddhist |  | Christian |  |
| Hindu |  | Jewish |  |
| Muslim |  | None |  |
| Sikh |  | Prefer not to say |  |
| Other |  |  | |

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| **Disability** | The Equality Act (2010) defines a disabled person as someone with 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. | | | | | |
| Do you consider yourself to have such a disability? | | YES |  | NO |  |
| **Special Requirements** |  | | | | | |
| **Disability category** | Hearing Impairment |  | Learning difficulties | | |  |
| Learning Disability |  | Mental Health Condition | | |  |
| Neurological condition |  | Mobility impairment | | |  |
| Physical co-ordination difficulties |  | Physical impairment | | |  |
| Reduced physical capacity |  | Sensory impairment | | |  |
| Speech impairment |  | Long-standing illness/health condition | | |  |
| Visual impairment |  | Prefer not to say | | |  |
| Other |  |  | | | |

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| **Section 3 – CERTIFICATION** | | | | | | |
| I certify that, to the best of my knowledge and belief, the information I have provided is true. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal. | | | | | | |
| Signed: |  | Date: | |  | | |
| If I am appointed, I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable) | | YES |  | | NO |  |
| If I am appointed, I give my permission for my service and salary details to be accessed by other local authorities (please tick as applicable) | | YES |  | | NO |  |
| Provide any details of necessary disclosures here: |  | | | | | |

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| **Section 4 – TEACHING QUALIFICATIONS (Teaching Post Only)** | | | | | | |
| ITT Provider (university, school, etc. | |  | | | | |
| Course undertaken for QTS | |  | | | | |
| Date QTS awarded | |  | | | | |
| Age/ group Specialism | Nursery |  | Key Stage 1 |  | Key Stage 3 |  |
| Reception |  | Key Stage 2 |  | Key Stage 4 |  |
| Special |  | Key Stage 5 |  |  | |
| Subject specialism | |  | | | | |
| Year Group(s) preferred | |  | | | | |

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| **Section 5 – EDUCATIONAL DETAILS**  List all qualifications achieved in reverse order (Post Grad, Undergrad, A-Levels, GCSEs etc.) | | | | | |
| School/College/ University etc.  (Full name) | Subject(s) | Level (i.e. Degree, A-Level, GCSE etc.) | Grade/ Outcome | Date Obtained |
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| **Section 6 – OTHER TRAINING/COURSES** | | |
| Date | Institution/Provider | Course/Training Detail |
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| **Section 7 – EMPLOYMENT HISTORY**  List all employment history starting with your current employment (If ECT, please include placement schools with dates). |

| Date | | Employer | Position | Salary | Responsibility | Reason for Leaving |
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| From | To |
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| **Section 8 – PERSONAL STATEMENT**  Please provide a personal statement in support of your application. This should link to your qualifications and experience and how they support the job description and person specification. Maximum of 2 sides of A4. |
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| **Section 9 – CONVICTIONS** | | | | | | | |
| **Self-declaration of suitability to work in posts requiring a Disclosure and Barring Service Check**  Where the post involves working with children/vulnerable adults or in a position of trust and where it is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) you must disclose details of all unspent convictions and spent cautions and convictions which are not eligible to be filtered. Where a driving licence is required for the role please include any driving offences.  For further guidance on positions that are eligible for a DBS check, see: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>For information regarding filtering of convictions (‘protected’ offences) see:  <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>  Any information given will be treated as confidential and will be requested and considered only in relation to posts to which the Order applies. | | | | | | | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | | | | YES |  | NO |  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | | | | YES |  | NO |  |
| Please provide details here if you answered Y: |  | | | | | | |
| If this post requires a driving licence, please confirm any driving offences below; | | | | | | | |
| Date | Type of offence | Sentence/Fine Imposed | Comments | | | | |
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| Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website; [https://www.gov.uk/government/publications/new-guidance-on-the- rehabilitation-of-offenders-act-1974](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) | | | | | | | |

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| **Section 10 – REFERENCES**  Please provide the names, addresses and occupations of two referees (one of whom must be your present or most recent employer) who are willing to support your application: | | | | | | |
| Name |  | Name |  | | | |
| Position |  | Position |  | | | |
| E-mail |  | E-mail |  | | | |
| Telephone No. |  | Telephone No. |  | | | |
| Address |  | Address |  | | | |
| Postcode |  | Postcode |  | | | |
| May we contact your referees prior to the interview stage?  (Only applicable for non-teaching positions) | | | YES |  | NO |  |

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| **Section 11 – DATA PROTECTION** |
| The information collected in the form will be used in compliance with the provisions of the Data Protection Act 1998. The information is being collected by the Recruitment Team for the purpose of administering the employment and training of employees of the Learning and Culture Service. The information may be disclosed, as appropriate, within the Learning and Culture Service, to School Governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education, pension providers and relevant statutory bodies. You may also note that because we have a duty to protect public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds. |