

The Calder Learning Trust Application for Employment



"Everybody, Everyday"

PART 1 - PERSONAL INFORMATION

CONFIDENTIAL

FOR OFFICE USE ONLY

| Applicant No | Date Received | Refs received | | Certificates checked | DBS check | Safeguarding documents |
|--------------|---------------|-----------------|-----------------|----------------------|-----------|------------------------|
| | | 1 st | 2 nd | | | |
| | | | | | | |

Please complete this form fully using black ink or type

Post Applied for:

Section 1.1 Personal Details

Title: Date of Birth (dd/mm/yy):

Last Name: First Names:

Previous Names: (if applicable)

Address:

Town/City:

Postcode:

Daytime Telephone N^o:

Evening Telephone N^o:

Mobile Telephone N^o:

E-mail address:

National Insurance N^o:

 Email is our preferred method of communication and candidates will receive all communication via the email address provided. We would advise you to check your emails on a regular basis.

Are you entitled to work in the UK? Yes No

Section 1.2 References

For posts which have substantial access to children, the school reserves the right to approach any previous employer.

First Reference (Employer)

For teaching posts this must be your Headteacher

Name:

Position
(job title):

Address:

Postcode:

Telephone N^o:

E-mail
address:

Employer

Reference Type

(tick as appropriate)

Academic

Personal/Character

Second Reference

Name:

Position
(job title):

Address:

Postcode:

Telephone N^o:

E-mail
address:

Employer

Reference Type

(tick as appropriate)

Academic

Personal/Character

Section 1.3 Criminal Convictions

Have you ever been convicted or cautioned in relation to a criminal offence, have you been bound-over, or subject to formal warnings or are you at present the subject of any criminal proceedings or police investigation?

Yes

No

Please specify dates of summons, charges, cautions, reprimands, final warnings or convictions, court, nature of offence and sentence or order imposed.

Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post

Section 1.4 Positive about Disabled People

Calder High School is committed to the Two Ticks disability standard. This means that any applicant with a disability who meets the essential criteria for a job vacancy will be guaranteed an interview and considered on their abilities.

Do you consider yourself to have a disability? Yes No

If you have answered yes to the above question, please give details of any assistance you may need at interview (e.g. sign language interpreter, wheelchair access)

Section 1.5 Additional Information

Are you related to a Governor, Senior Manager of the school at which you are applying for employment?

Yes No

If YES please give name, position and relationship:

I understand that canvassing, directly or indirectly in connection with this appointment or knowingly failing to disclose a relationship will disqualify me.

DCSF Teacher Reference Number

Do you hold Qualified Teacher Status? Yes No

Are you registered with the General Teaching Council? Yes No

Do you currently work for Calder High School

Yes (Internal Applicant) No (External Applicant)

Advertising Media Please state where you saw this post advertised

Calder High School Website Council Job Sheet

Job Centre Local Press (Halifax Courier)

LG Jobs National Press

Professional Journal Other - *please state*

Section 1.6 Declaration

In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm that the information I have provided in Part 1, 2 and 3 of this application is true, complete and correct.

I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.

I authorise Calder High School to contact any current or former employers at the appropriate stage to confirm the details provided.

I understand canvassing (seeking support from) any Governor or Senior Manager of Calder High School in connection with this appointment or knowingly not disclosing such a relationship will disqualify me.

In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.

I agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes of recruitment monitoring and in relation to forming any contract of employment.

Signed:

Date:

Section 1.7 DBS

If you have signed up to the DBS Update Service, please sign below to give authority for us to check this on-line

Signed:

Date:

PART 2 APPLICATION FOR EMPLOYMENT

FOR OFFICE USE ONLY

| Applicant No | Date Received |
|--------------|---------------|
| | |

Application for the post of:

Section 2.1 Current or Most Recent Employment

If you are not currently employed, please give details of your most recent employment. If you have just left education or have not been employed before then please leave this section blank.

Job Title:

Grade: Salary:

Other allowances/benefits:

Date of Appointment:

Date employment ended:
(if applicable)

Notice period (if applicable):

Employer:

Address:

Postcode:

Tel no:

Status:
e.g. Part Time/ Full Time/ Casual/ Temp:

Responsible to:

Nature of business:

Brief description of duties:

Reason for leaving
(if no longer employed):

Section 2.2 Previous Employment

Previous Employment (Please put your most recent employer first).

| Name and Address of Employer | Job Title | Salary | Date From (dd/mm/yy) | Date To (dd/mm/yy) | Reason for Leaving |
|------------------------------|-----------|--------|----------------------|--------------------|--------------------|
| | | | | | |

Please give reasons for any gaps between jobs, e.g. unemployment, study, childcare etc. (specify dates and reasons):

If you are successful will this be your only job? Yes No

If no, please state the weekly hours and nature of the additional work?

Section 2.3 Education and Qualifications

| Type e.g. school, college, university, workplace | Qualifications gained (state level and grade) | Date |
|--|---|------|
| | | |

Section 2.4 Personal Development & Additional Learning

| Learning & Development Activity/Course Details | Date |
|--|------|
| | |

Section 2.5 Professional Membership

| Relevant Institute/Body | Class of Membership e.g. Associate, Member, Student, Fellow etc. | Expiry Date | State if Examination |
|-------------------------|--|-------------|----------------------|
| | | | |

Section 2.6 Driving Licence Details

Note: This section should only be completed if driving is an essential requirement of the post for which you are applying

Do you hold a full, current driving licence valid in the UK?

Yes

No

If YES, state class: e.g. Full UK Car, HGV, PSV, LGV etc.

Section 2.7 Personal Statement

Details of experience, knowledge, skills, abilities and other relevant information – please refer to the person specification/job description for completing this section.

Returning your application



By Hand or Post:

**The Headteacher
Calder High School
Brier Hey Lane
Mytholmroyd
Hebden Bridge
HX7 5QN**

By e-mail:

jmason@calderlearningtrust.com

Tel: 01422 883213

PLEASE COMPLETE THE EQUAL OPPORTUNITIES FORM ON PART 3

PART 3 EQUAL OPPORTUNITIES MONITORING DATA

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| Applicant No | Date Received |
|--------------|---------------|
| | |

Application for the post of:

Which age category do you fall into?

- | | | | |
|--------------------------------------|--------------------------------------|---|--------------------------------------|
| 16-19 years <input type="checkbox"/> | 20-24 years <input type="checkbox"/> | 25-29 years <input type="checkbox"/> | 30-34 years <input type="checkbox"/> |
| 35-39 years <input type="checkbox"/> | 40-44 years <input type="checkbox"/> | 45-49 years <input type="checkbox"/> | 50-54 years <input type="checkbox"/> |
| 55-59 years <input type="checkbox"/> | 60+ years <input type="checkbox"/> | Rather not state <input type="checkbox"/> | |

What is your Ethnic Origin?

Please choose ONE section from 1 to 6, then tick the appropriate box to indicate your cultural background.

| 1. White | 2. Mixed | 3. Asian or Asian British |
|--|--|--|
| (a) White British <input type="checkbox"/> | (a) Mixed White & Black Caribbean <input type="checkbox"/> | (a) Asian Indian <input type="checkbox"/> |
| (b) White Irish <input type="checkbox"/> | (b) Mixed White & Black African <input type="checkbox"/> | (b) Asian Pakistani <input type="checkbox"/> |
| (c) White Other <input type="checkbox"/> | (c) Mixed White & Asian <input type="checkbox"/> | (c) Asian Bangladeshi <input type="checkbox"/> |
| | (d) Mixed Other <input type="checkbox"/> | (d) Asian Other <input type="checkbox"/> |
| 4. Black or Black British | 5. Chinese or Other | 6. Undefined |
| (a) Black Caribbean <input type="checkbox"/> | (a) Chinese <input type="checkbox"/> | (a) Rather not state <input type="checkbox"/> |
| (b) Black African <input type="checkbox"/> | (b) Other <input type="checkbox"/> | |
| (c) Black Other <input type="checkbox"/> | | |

Gender

Male Female Rather not state

For the purpose of this question, transgender is defined as an individual who lives, or wants to live, in the gender opposite to the one that they were assigned at birth.

Disability

Do you consider yourself to have a disability? Yes No

Sexual Orientation
(Optional)

- | | | | |
|----------------------|--------------------------|------------------|--------------------------|
| Heterosexual | <input type="checkbox"/> | Bisexual | <input type="checkbox"/> |
| Gay man | <input type="checkbox"/> | Transgender | <input type="checkbox"/> |
| Gay woman or lesbian | <input type="checkbox"/> | Rather not state | <input type="checkbox"/> |

Religious Belief/Faith

- | | | | |
|-------------------------|--------------------------|------------------|--------------------------|
| Christian Denominations | <input type="checkbox"/> | Jewish | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | No Religion | <input type="checkbox"/> |
| Muslim | <input type="checkbox"/> | Rather not state | <input type="checkbox"/> |
| Sikh | <input type="checkbox"/> | | |