



## Job Application Form

### Sandwell Valley School

150 Birmingham Road, West Bromwich, West Midlands, B70 6QT

Tel: 0121 679 7522/ 07496734247

Web: [www.sandwellvalleyschool.com](http://www.sandwellvalleyschool.com)

### 1. Job Details

<b>Post Title:</b>	
<b>Salary Grade / Amount</b>	
<b>Teaching post or Support Staff</b>	
<b>Closing Date:</b>	

### 2. Personal Details

First Name and Surname:  Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Address:  Post Code:	Home Telephone Number:  Work Telephone Number:  Mobile Number:  Email:
<b>National Insurance Number:</b>	
<b>Driving Licence</b> - Do you hold a current, full driving licence	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Have you successfully completed a period of induction as a qualified teacher in this country?	
Date of recognition as a qualified teacher:	
Teacher Reference Number (TRN):	
Are you subject to any conditions / prohibitions placed on you by the GTC recognised body in the UK?	
Main Teaching Subjects:	
Subsidiary Subject:	
Age Range for which trained:	

### 3. Present or Most Recent Employment

Name of Employer:			
Address of Workplace:			
		Post Code:	
Post Held:		Date Appointed:	
Salary/Wages: £			
Date Left or Period of Notice Required:			
Reason for Leaving:			
Brief Description of Duties:			

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4. **Previous Employment** - (Starting with the most recent and work backwards include any volunteer work and agency work.

From: (mm/yyyy)	To: (mm/yyyy)	Length of Service:	Name of Employer:	Post Held:	Full Time/ Part Time	Reason for Leaving:

5. **Education/Qualifications, (Start will most resent)**

School/college/ university/placement	Dates		Courses taken/qualifications	Grades	Date acquired
	From	To			

**(NOTE: Successful candidates will be required to provide proof of qualifications)**

**6. Training** - (Please list any other relevant training courses you have attended)

Year:	Training Provider:	Course Details:	Course Length:

**7. References**

(Please provide the names, addresses and occupations of two persons for reference. We must have contact for at least 5 years employer. School leavers should give their Head teacher. Family and Friends will not be accepted as referees) **Most recent employer** and **last school position employer**

Referee 1 – Present / Most recent employer		Referee 2 – Previous Employer	
Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Post Code:		Post Code:	
Telephone No:		Telephone No:	
Email Address:		Email Address:	
Status / relationship to you:		Status / relationship to you:	
May we contact this referee without further reference to yourself Y <input type="checkbox"/> N <input type="checkbox"/>		May we contact this referee without further reference to yourself Y <input type="checkbox"/> N <input type="checkbox"/>	
We reserve the right to take up references with any previous employer. Notes:			
(i) Referees will be contacted before interviews unless otherwise requested.			

**Consent and Confirmation of Details**

I Consent to Sandwell Valley School recording and processing the information detailed in this application form in accordance with the Data Protection Act 2018. I certify that the information supplied within the application is correct and without omission. I understand that if I falsify information on this application, my contract may be terminated.

Signature:		Date:	
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## 8. Further information in support of your application:

### Tips for completing section 8 – Experience

- The decision to select you for interview will be based on how closely you meet the **essential criteria** shown on the personnel specification. Use this as a guide to what skills and experience you need to have. These may have been gained from: paid work; voluntary or leisure activities; work in the home; training and education. If you feel you meet any of the **desirable criteria**, highlight these too.
- You might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.
- Add your initial and surname to any additional sheets and clip them to your application form.

**11. Other information**

Are you related to any member of staff or the Trustees of the school?  
If yes, please state who:

**12. Eligibility for employment**

Are you barred from obtaining relevant employment under the Teachers' Regulations by being in receipt of ill health benefits from the Teachers' Pension scheme?    **Yes**                       **No**

**13. Disclosure of criminal and child protection matters**

**The school is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.**

#### 14. Rehabilitation of Offenders Act 1974

If you have no convictions, simply enter 'nil'. If you have been convicted of a criminal offence, the details must be listed below together with any pending criminal convictions. Please also list any pending actions of court hearings against you.

#### 15. Criminal Records Bureau

In the event of a successful application a Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

#### 16. Asylum and Immigration Act 2016

In accordance with the Asylum and Immigration Act 2016, if short-listed you will be required to provide documentary evidence that you are legally entitled to live and work in the United Kingdom. You must therefore provide at the interview original copies of the official documents listed in the Preventing Illegal Working – Home Office Regulations May 2004 A Guide for Candidates.

**17. Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS.**

**Do you require a work permit to work in the UK?**

Yes

No

#### 18. Declaration

If it is found that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment, then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be liable to be dismissed.

**Complete this section only if completing the form by hand.**

**(If completing the form electronically you will be asked to sign the form if selected for interview.)**

**I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.**

**Signature**.....

**Date** .....

## Recruitment Monitoring / Equal Opportunities Form

It is the policy of Sandwell Valley School that no job applicant receives less favourable treatment on the grounds of race, gender, disability, class, nationality, age, marital status, sexual orientation, trade union membership, political or religious beliefs.

In order to ensure we have specific information to support and monitor the recruitment and selection process we need from you the personal details asked for in this section. This personal information will not be made available to anyone before or during the short listing to ensure that only your abilities, experience and qualifications are considered.

**Personal Information – you must complete this section**

Title:		First Name(s):	
Surname:		Email Address:	
Date of Birth		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Please indicate the band in which your age falls:</b>			
Under 25 <input type="checkbox"/>	50-59 <input type="checkbox"/>		
25-34 <input type="checkbox"/>	60-65 <input type="checkbox"/>		
35-49 <input type="checkbox"/>	Over 65 <input type="checkbox"/>		

**Disability – do you consider yourself to be a disabled person?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Ethnic Origin / Group - How would you describe your ethnic origin (Please tick one)**

Asian or Asian British – Bangladeshi	
Asian or Asian British – Pakistani	
Black or Black British – African	
Black or Black British – Any other	
Mixed – White and Asian	
Mixed – White and Black Caribbean	
White – British	
White – Any Other	
Asian or Asian British – Indian	
Asian or Asian British – Any Other	
Black or Black British – Caribbean	
Chinese	
Mixed – White and Black African	
Mixed – Any Other	
White – Irish	
Any Other	

**Health - How many days have you missed work due to sickness during the last 2 years and how many episodes?**

**Number of Days**  **Number of Episodes**

**Police Clearance - If this application is for a job which involves teaching have you ever received any form of warning from The Secretary of State?**

YES  NO

Signature:		Date:	
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## Completing your application form

### Attach Safeguarding Policy

- Complete the application form. Alternative formats, such as by hand (use black ink), CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form.
- The recruitment monitoring must be completed in full.
- Return your completed application form and recruitment monitoring form by email or post to the address shown on the job advert by the stated closing date.

### Recruitment monitoring form

The information you provide on the recruitment monitoring form is **confidential** and will **not be seen** by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes **only**, in order to measure the effectiveness of the Council's equal opportunities and recruitment policies.

We look forward to receiving your application.

### Rehabilitation of Offenders Act 1974

Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The council also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

### Data Protection Act 2018

Sandwell Valley School will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 2018. The Act gives you the right to see a copy of the information held about you on application to the council's Data Protection Adviser.

The school's Data Protection Adviser can be contacted on 0121 679 7522 or via e-mail at [mkaur@svs.sandwell.sch.uk](mailto:mkaur@svs.sandwell.sch.uk). Further information relating to the Data Protection Act 2018 can be found on the Data Protection Commissioner's website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)