

# Rolls Crescent Primary School Confidential Application Form

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance, DBS checks and good reference, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly this form is the only document we consider when screening applicants. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Position applied for:		Date:
<b>Personal details</b>		
Title:	Surname:	First Name:
Previous Names:		
Address:		Date of Birth:
		National Insurance No:
		Home Telephone No:
Postcode:		Mobile Telephone No:
E-mail Address:		
Are you related to any elected Member of the Council / Member of the Governing Body / Senior officer of the Council / Employee of this school?		
Yes	No	If yes please give name of elected Member/Senior Officer:

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## Education and Qualifications

Please give details of **Secondary** and **Further Education** including any A-Levels or equivalent vocational courses.

Dates (month and year)	College / other institution	Qualifications obtained	Grade achieved

Please give details of any **Higher Education** and **equivalent** courses:

Dates (month and year)	College / other institution	Qualifications and grade / level	Name of Awarding Body

Please give details of any other **professional** or **vocational** qualifications you hold that are relevant to your application:

Dates (month and year)	Qualifications and grade / level	Name of Awarding Body

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<b>Full Employment History</b>				
Current employment				
Job title:		Employer:		
Current salary:		Address:		
Current scale (if applicable):				
Employed from:		Employed to:		
Previous employment				
Dates (month and year)		Name of employer	Job title & main responsibilities	Reasons for leaving
From	To			
If there are any gaps in your employment or education history please explain them here:				

Please supply a full employment history since leaving full time education, including any voluntary work.

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IT Skills							
Training will be provided where required. Information given here will help us to plan training schemes.							
	Basic	Competent	High		Basic	Competent	High
Microsoft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I-Macs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Web 2.00 applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Referees

*Please supply the name and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)*

### 1<sup>st</sup> Referee

Name:	Position:
In what capacity do you know the referee:	
Name of organisation:	
Address:	Postcode:
	Telephone Number:
	E-mail:

### 2<sup>nd</sup> Referee

Name:	Position:
In what capacity do you know the referee:	
Name of organisation:	
Address	Postcode:
	Telephone Number:
	E-mail:

Please note that we will contact these referees if you are short listed for this post and seek references before interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and / or child protection concerns you may have been subject to. If you have any concerns about this please contact the school to discuss the issues.

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## **Personal statement**

Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.

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## For person who are not British or EU nationals

If you have any conditions related to your employment please give full details:

## Personal Declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about policy cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted for any offence or "bound-over" or given a caution?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.

## Declaration – please read carefully

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Rolls Crescent Primary School relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Print Name:

**All candidates applying for employment will be required to sign and date this form if invited to attend an interview.**

**Please return this form to [admin@rolls-crescent.manchester.sch.uk](mailto:admin@rolls-crescent.manchester.sch.uk)  
If applying electronically you will be asked to sign this declaration at interview.**