

Nancy Reuben Primary School Application Form

Nancy Reuben Primary School is committed to protecting and safeguarding children and vulnerable adults.
We apply stringent safer recruitment practices.

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

VACANCY INFORMATION

Application for the post of:

What date are you available to begin a new post:

Where did you first hear about this vacancy:

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Nancy Reuben Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

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 or from **Nacro**: [Nacro Advice Pages](#) or **Unlock**: [Unlock Home Page](#)

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

Do you have a DBS certificate?: Yes No

If you've lived or worked outside of the UK the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK?: Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we've received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

RIGHT TO WORK IN THE UK

The School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Once completed please return this form to:

Mrs Sheetal Raja (School Office Manager) sheetal.raja@nrps.co.uk

2. Personal details

PERSONAL DETAILS

First name(s)	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance Number	

CONTACT DETAILS

Home address	
Postcode	
Home phone	
Mobile phone	
Email address	

DISABILITY AND ACCESSIBILITY

The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

RELATIONSHIP TO THE SCHOOL

Please list any personal relationships that exist between you and any of the following members of the current school community:

- Governors/Trustees/Proprietor
- Staff

If you have a relationship with a Governor, Trustee or Employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at School

3. Employment history

CURRENT EMPLOYMENT DETAILS

Job title	Name and address of employer	Dates employed Full/Part time	Description of responsibilities (age range taught if applicable)	Reason for leaving

Current salary £

PREVIOUS EMPLOYMENT

Please provide details of **all** previous employment. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

REASONS FOR ANY BREAKS IN EMPLOYMENT SINCE LEAVING SCHOOL (E.G GAP YEAR/SABBATICAL/MATERNITY/PATERNITY/RAISING A FAMILY ETC) THIS MAY BE DISCUSSED AT INTERVIEW

From	To	Reason for break

4. Education and Training

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You will be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades)

TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

TEACHER STATUS (IF APPLICABLE)

Teacher Reference Number	
Do you have QTS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you subject to a General Teaching Council sanction or restriction?	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. (Interests/extra-curricular activities areas you would like to develop and aspects of school that you would be willing to lead on)

Do you have a valid driving license?	

5. Personal Statement

Please detail below why you are applying for this post and how your education/experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

6. References

Please give the names of two people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee. *(Note: that family members, friends and relatives are not acceptable referees).*

The school reserves the right to seek any additional references we deem appropriate.

As part of our safer recruitment procedures, we will seek to obtain references for all shortlisted candidates **prior to interview**. We will ask for any necessary confirmation of relevant qualifications and whether there have been any disciplinary offences, whether or not these are time expired, relating to children or whether the applicant has been the subject of any child protection concerns, along with the outcome of any enquiry.

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.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted. **We will usually email for a reference request**

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you do not wish us to contact your referees without your prior agreement, please tick this box:

I DECLARE THAT I AM PHYSICALLY AND MENTALLY FIT TO UNDERTAKE THE JOB AS DESCRIBED IN THE JOB DESCRIPTION

Name (please print):

Sign:

Date:

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION I HAVE PROVIDED ON THIS FORM, AND ON MY COMPLETED DECLARATION OF CRIMINAL OFFENCES FORM, IS TRUE AND ACCURATE. I UNDERSTAND THAT IF THE INFORMATION I HAVE SUPPLIED IS FALSE OR MISLEADING IN ANY WAY, IT WILL AUTOMATICALLY DISQUALIFY ME FROM APPOINTMENT OR MAY RENDER ME LIABLE TO DISMISSAL WITHOUT NOTICE.

Name (please print):

Sign:

Date:

7. Equalities monitoring

We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION								
What is your date of birth?	D	D	M	M	Y	Y	Y	Y
What is your sex?	<input type="checkbox"/> Male <input type="checkbox"/> Female							
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
Do you identify as the gender you were assigned at birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							
How would you describe your ethnic origin?								
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background			Other Ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say				
Which of the following best describes your sexual orientation?								
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual				<input type="checkbox"/> Other <input type="checkbox"/> 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

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

