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1 Bretton Street

Dewsbury

WF12 9BB

Tel: 01924 439803

Email: recruitment@paradiseschool.org.uk

**Application Form**

**IMPORTANT** - Before completing this form, please read our recruitment policies available at [www.paradiseschool.org.uk](http://www.paradiseschool.org.uk)

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**Post Applied for:**

**Personal Details**

|  |  |
| --- | --- |
| Surname: | Current Address:Postcode: |
| Forenames: |
| Previous Surname: |
| Title: |
| Date of Birth:  | Tel No: |
| National Insurance No:  | Mobile: |
| Dates available from: | Email: |
| Do you require a work permit to work in the UK? | YES [ ]  NO [ ]  |
| Are you subject to any conditions relating to your employment in this country? If “yes" please use the space below to tell us what these are? |
|  |
| Where did you hear of the vacancy: |  |

**Education, Training and Qualifications**

Do you have Qualified Teacher Status? YES [ ]  NO [ ]

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If YES please provide your Teacher DfE number:

Are you registered with the GTC for England? YES [ ]  NO [ ]

Please show education, training and qualifications obtained in chronological order (starting with the most recent first).

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| --- | --- | --- | --- |
| School, College, University or Training Establishment attended | Qualifications or Course details | Grades Achieved | Date of Award |
|  |  |  |  |
| **Current / Most Recent Employment**Please show previous experience (paid or unpaid), in chronological order (starting with the most recent first) and include an explanation for periods not in employment, education or training.  |
| Dates | Employer Name and Address | Job Title | Salary | Reasons for Leaving  |
| From | To |  |  |  |  |
| Main Duties and Responsibilities: |

**Previous Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Main Duties and Responsibilities | Employer | Reasons for Leaving |
| From | To |
|  |  |  |  |  |

**Additional information in Support of your application**

Please state below why you are interested in applying for the post and indicate how your skills, achievements, qualifications, experience and personal qualities make you suitable for this post.

**NOTE:** Where there is a job description and person specification, please explain how your skills, achievements, qualifications, experience and personal qualities meet the requirements of the role.

(Please continue on a separate sheet if necessary)

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**Health**

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| Number of days absent in the last 2 years: |  |
| Please state number of times in the last 2 years: |  |
| Are you registered disabled? If “yes” please use the space below to provide us with your disability number and further details:  | YES [ ]  No [ ]  |
|  |
| If you need us to make any adaptations for your interview to accommodate any disability you may have please use the space below to tell us what these should be? |
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**References**

Please provide the names and addresses of two referees (one of whom should be your manager/supervisor at your current or last workplace). For recent graduates your personal tutor is appropriate.

Please note references will not be accepted from relatives or from persons writing solely in the capacity of friends.

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| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Postcode: | Postcode: |
| Tel No: | Tel No: |
| Email: | Email: |
| Relationship to you: | Relationship to you: |
| If you are shortlisted, references may be taken up prior to interview. Please indicate [ ]  if you wish to be contacted before we approach your current employer. |

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| Have you applied to/been employed by Paradise Primary School before? If “yes” please use the space below to provide us with further details: |
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| Are you related to any of the employees or employers including members of the Governing Body of Paradise Primary School? If “yes” please use the space below to provide us with further details including name and nature of relationship, for example, cousin, friend etc.: |
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**Rehabilitation of Offenders Act 1974**

Under the Rehabilitation of Offenders Act 1974(exceptions) Order 1975, you are required to declare any information about convictions, past cautions or prosecutions pending. Any offer of employment will be subject to an Enhanced Level DBS check. All disclosures of criminal background are strictly confidential.

**Please detail any offence(s) including convictions, in a sealed envelope and attach it with this application form.**

The school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experiences or qualifications, before interview.

If you are currently working with children either in a paid or voluntary capacity, your employer will be asked about disciplinary offences relating to children, and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, then we will ask your previous employer.

**Data Protection Statement and Declaration**

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| I certify that the information given on this form is correct and complete to the best of my knowledge. I am not on the Barred List, or disqualified from work with children, or subject to sanctions imposed by a regulatory body. I am aware that giving false information will result in my name being withdrawn from list of candidates. If such a discovery is made after I have been appointed, then I will be liable to be summarily dismissed and possible referral to the police.I understand and give consent to this information being processed and stored (by means of a computer database or otherwise) for personnel purposes in accordance with the Data Protection Act 1984. Access to this information will be restricted to a limited number of authorised School Staff.I confirm that all the information given on this form is complete and correct.**Print name:** ......................................................................... **Date:** ........................ |

Please note, we are not always able to contact applicants individually, so if you don't hear from us within three weeks of the closing date, please assume that your application has been unsuccessful on this occasion. If you are invited to an interview, please note that we do not reimburse costs for your travel or other expenses that you may incur.

Please return your application to recruitment@paradiseschool.org.uk.

If you require a paper copy of this application form, please send a S.A.E. to the above address.

This form can be supplied in large print please contact us.