

# Application for Employment



**MARCHANT-HOLLIDAY SCHOOL**  
 North Cheriton Templecombe Somerset BA8 0AH  
 Telephone: 01963 33234

## Instructions

- Please fill in all **sections 1 to 14** as well as the **Recruitment Monitoring Form**.
- Please write in **black ink** so the form can be photocopied.
- Put your **name** and the **job title** at the top of any additional sheets you use.
- **Sign and date** the declaration at the back of this form and the Recruitment Monitoring Form.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate.

### 1 Post applied for

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### 2 Personal Details

Title	Surname	First Names
Have you ever used any other names? Yes/No (if yes, please state)		Home Telephone
		Work Telephone
Date of Birth	Mobile telephone	
National Insurance Number	E-mail (personal or work – please specify)	
Current Address (in full)		Previous Addresses (please provide your most recent addresses where you have lived in the last five years, use continuation sheet if necessary)
Postcode	Postcode	
Do you hold a valid driving licence for use in the UK?	Yes/No	Full / Provisional / Other (please specify)

### 3 Current or most recent employment

Name and address of employer

Job Title

Current or last salary and grade

Weekly hours

Date started in Post

Date of leaving (if relevant)

Notice required in current job

Reason for leaving

Brief description of duties

### 4 Employment History

*Please list all full or part time employment and voluntary work undertaken, since leaving full time education starting with the most recent.*

Employers name and address

Dates  
from/to

Job Title

Weekly  
Hours

Reason for  
leaving

### 5 Breaks in employment history

*If you have had any breaks in employment, education or training, since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, voluntary work etc.*

Dates from/to	Reason for break

### 6 Education and qualifications

*If you are shortlisted for interview you will be asked to provide evidence of your qualifications, since leaving secondary education starting with the most recent.*

Dates from/to	Educational establishment	Name of course/qualifications gained, grades and details of awarding bodies

### 7 Membership of, or registration with, professional bodies

Name of professional body	Level/Type of membership	Reg. Number	Renewal date

### 8 Other relevant training e.g. short courses, personal development, special projects

Date	Organising body	Brief description of course content

## 9 Supporting information

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification/job description. It is only information contained in this application which will decide whether you are short listed for interview.

*Tell us about things which you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.*

*Please continue on a separate sheet if necessary*

## 10 References

References will be requested for all short-listed candidates. Information will be sought about any disciplinary procedures that have been applied, in relation to misconduct or unsuitable behaviour relating to children and young people, and/or whether there are any child protection concerns and if so, the outcome of any enquiry or disciplinary action. We may approach previous employers to verify particular experience or qualifications prior to the Interview.

Please give the names and addresses of two people who would be willing to supply a reference for you. One referee should be your current or most recent employer, or if you have not worked before, please use your school or college teacher/tutor. Please do not include friends or relatives. Where possible, a referee should be from a previous role or post where you have worked with children.

### Ref. 1

Title	<input type="text"/>	Name	<input type="text"/>	Telephone	<input type="text"/>
Organisation	<input type="text"/>				<input type="text"/>
Occupation	<input type="text"/>			Fax No	<input type="text"/>
Address (in full)	<input type="text"/>			Email Address	<input type="text"/>
Postcode				How do they know you?	<input type="text"/>

### Ref. 2

Title	<input type="text"/>	Name	<input type="text"/>	Telephone	<input type="text"/>
Organisation	<input type="text"/>				<input type="text"/>
Occupation	<input type="text"/>			Fax No	<input type="text"/>
Address (in full)	<input type="text"/>			Email Address	<input type="text"/>
Postcode				How do they know you?	<input type="text"/>

## 11 Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974

The appointment of any member of staff will be subject to the receipt of a satisfactory disclosure from the Criminal Records Bureau. It is the duty of the appointed member of staff to be registered with the Independent Safeguarding Authority (ISA). Marchant Holliday School, as the employer, are duty bound to check registration before the successful applicant takes up the post.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. The presence of a criminal record will not necessarily prevent employment with Marchant Holliday School. Please make the following declaration and tick the appropriate box.

***"I have read the statement about the school's policy on convictions as detailed in the terms and conditions of the post and:"***

I have nothing to declare.

I have information to declare and I have attached a sealed envelope containing details.

## 12 Arrangements for people with disabilities

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

*We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.*

Do you have a disability?  Yes  No

*(For definition of disability please see the Recruitment Monitoring Form)*

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job?  Yes  No

If 'yes', please give details:

## 13 Asylum and Immigration Act 1996

Do you need a Work Permit or Worker Registration Certificate to work in the UK?

Yes  No

Further information for overseas and non-British applicants can be found at [www.norfolkccjobs.com](http://www.norfolkccjobs.com) or please contact the appropriate Human Resource Department for advice.

## 14 Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Marchant Holliday School to make any appropriate checks which may be necessary in relation to the post I have applied for. False information or a failure to supply the details required in this application form could make an offer of employment invalid, lead to termination of employment and possible referral to the Police.

I agree that personal data relating to me which has been or is obtained by Marchant Holliday School, including personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to authorised employees of the School for any purpose relating to my application and prospective recruitment and employment within the School.

Signature

Date

# Recruitment Monitoring Form



**MARCHANT-HOLLIDAY SCHOOL**

North Cheriton Templecombe Somerset BA8 0AH

Telephone: 01963 33234

**The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.**

**The information you provide will be handled and stored in accordance with the Data Protection Act 1998.**

Marchant Holliday School welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our policies is to ensure that the School's employment practices do not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made.

## Please fill in all sections in black ink

Post Title	<input type="text"/>		
Post Reference	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname	<input type="text"/>	Age I am	<input type="checkbox"/> Under 21
First Names	<input type="text"/>	<input type="checkbox"/> 21 – 30	<input type="checkbox"/> 51 – 60
Nationality	<input type="text"/>	<input type="checkbox"/> 31 - 40	<input type="checkbox"/> 60 - 64
		<input type="checkbox"/> 41 - 50	<input type="checkbox"/> 65 or over

## Vacancy

I heard about this vacancy through:  
*Please give one answer only.*

- Internal Bulletin
- Job Centre
- Local Newspaper\*
- National Newspaper\*
- Professional/trade journal\*
- Other\*

\*Please specify

## Religion

*If you feel the choices below do not provide a suitable option, please write how you would describe your religion.*

- Christian
- Hindu
- Sikh
- Buddhist
- Judaism
- None
- Muslim
- Other\*

## Ethnic origin

The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin.

### (a) White

- British
- Irish
- Any other white background

### (c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

### (e) Chinese or other ethnic group

- Chinese
- Any Other

### (b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

### (d) Black or black British

- Caribbean
- African
- Any other black background

If you have ticked one of the **'any other'** boxes, please describe your ethnic origin below.

## Disability

Do you have a disability?

Yes

No

### Definition of Disability

The Disability Discrimination Act 1995 defines disability as follows:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

According to the Act, a disabled person is currently someone who:

- Has a physical or mental impairment
- The impairment has an adverse and substantial effect on his or her ability to carry out normal day to day activities
- The effect of the impairment is long term

Examples of conditions covered include:

- Physical impairments: diabetes; epilepsy; multiple sclerosis; cancer; cerebral palsy; heart disease
- Mental impairments: schizophrenia; dyslexia; bi-polar disorder; learning difficulties
- Progressive conditions: cancer; multiple sclerosis; muscular dystrophy; HIV infection

Sensory impairments, such as blindness, having partial sight or hearing loss are also included within 'physical and mental impairments'.

Signature

Date

## For office use only

Shortlisted

Appointed