



THE CORBET SCHOOL

INSPIRE • ACHIEVE • SUCCEED

Application Form

Vacancy Details

Post for which you are applying:

Closing date:

Please return this form to Miss Julia Kear, julia.kear@corbetschool.net or at The Corbet School, Eyton Lane, Baschurch, Shrewsbury, Shropshire, SY4 2AX

If you would like an acknowledgement of your application, please request this in your email, or attach a self-addressed envelope.

1. Personal Details

Title:	Surname:	Initials

Address:	Contact Details:
	Home:
	Work:
	Mobile:
	Email:

NI Number:	DfES No:

Guidance Notes & Data Protection Act

- Please note that we will only accept CV's if they are accompanied with a completed application form.
- We will decide whether to invite you in for interview on the basis of the information given by you on this application form.
- When you sign and return this form, you are giving us permission to process and hold on file, the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal.
- This information will also be held on your personal file if you are appointed.
- This data may be used by The Corbet School for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

2. Current Employment

Job Title	Employer's name , Address & Tel No:	Date Commenced

Salary (Scale or Point)	Other Pay	Notice Period

Outline of duties and responsibilities:

Continue on a separate sheet if necessary, placing your initials and position applied for at the top.

3. Previous Employment

Please list all your previous jobs, including any with your present employer. Start with the most recent. References may be sought from your previous employers.

Job Title: Employers Name: Address Brief outline of duties Reason for Leaving:	Date started: Date left: Post code:
Job Title: Employers Name: Address: Brief outline of duties: Reason for Leaving:	Date started: Date left: Post code:
Job Title: Employers Name: Address: Brief outline of duties: Reason for Leaving:	Date started: Date left: Post code:
Job Title: Employers Name: Address: Brief outline of duties: Reason for Leaving:	Date started: Date left: Post code:
Continue on a separate sheet if necessary, placing your initials and position applied for at the top.	

4. Breaks in employment history since leaving school

This should include all reasons, such as voluntary work, unemployment, domestic reasons, prison custody etc.

From:	To:	Reason

5. Educational Qualifications

Please give details of secondary, further and higher education qualification achieved.

Date:	Institute Details Qualification gained or pending, and subject	Grade obtained:

6. Training

Please list relevant job-related training you have undertaken, and/or any professional qualifications achieved.

Date:	Course Title	Organiser	Length

Continue on a separate sheet if necessary, placing your initials and position applied for at the top.

7. Membership of Professional Bodies

Please state whether by election, exemption or examination.

Date:	Professional Body	Membership No:	Grade/Level

8. Further Details

Please give any information which you think will help us consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have that are relevant to the requirements of the post as set out in the job description.

Further details:

Continue on a separate sheet if necessary, placing your initials and position applied for at the top.

9. Disciplinary Matters

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? Please include any investigations or actions taken by your professional body. Both spent or unspent matters need to be disclosed: YES / NO

If YES, please provide details of action taken including dates. Include any pending incident/action.

Disciplinary Details:

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10. Relationship to staff or Governors of The Corbet School

Please give the details of any Governor or employee of The Corbet School to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal.

Name:	Relationship

11. Criminal Convictions/Cautions/Disqualified Persons/Investigations

The Corbet School regards as paramount the welfare and safety of vulnerable adults and children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of carers or volunteers and standards of external contractors. **This position is exempt under the Rehabilitation of Offenders Act 1974.** It is within this context, and the following guidelines, that decisions will be made in relation to applicants who have any form of criminal conviction or who are included in the ISA Barred List. **To assist with the implementation of this policy, all applicants are asked to complete the following questionnaire and provide written consent to checks to be completed.**

Have you ever been convicted of a criminal offence or received a police caution, reprimand or warning?

YES / NO (if the answer is yes please provide details)

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Have you ever received a final written warning or been dismissed from your current or any previous employment (other than in a redundancy situation)?

YES / NO (if the answer is yes please provide details)

Has your name been added to the ISA Barred List?

YES / NO (if the answer is yes please provide details)

Have you been subject to any legal proceedings involving any social services authority or equivalent, here or abroad, which has resulted in the removal of children or vulnerable adults from your care, or the imposition of a statutory supervision order?

YES / NO (if the answer is yes please provide details)

Have you or any person with whom you reside with ever been refused registration or cancelled from an official register of Child-minders, Day Care Providers, Private Fostering, Registered Care Home or Children's Home?

YES / NO (if the answer is yes please provide details)

Applicants are reminded that knowingly withholding this information or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment. Applicants should note that it is a criminal offence to knowingly apply for, offer to do, accept or do any work with children when prevented either by:

- Reason of disqualification order under the Criminal Justice and Court Services Act 2000.
- Reason of inclusion on the ISA Barred List.

I hereby give consent to The Corbet School to complete such checks as are necessary with records held by the Local Authority and/or other agencies in order to verify the information provided above.

I further understand and agree that if, for whatever reason, my application is either refused or withdrawn, but information is revealed which leads The Corbet School to conclude that I may pose a risk to children and/or vulnerable adults, it will keep this information for an appropriate period.

I understand that The Corbet School will not reveal this information to any other organisation or individual outside of the school, unless it is asked as a direct question about me or circumstances suggest that the protection of a child or children or vulnerable adult require immediate disclosure. I understand that, if practicable, I will be alerted to such disclosure and be invited to comment.

Name: _____ Position applied for: _____

Signed: _____ Date: _____

This post is exempt under the Rehabilitation of Offenders Act and a Disclosure and Barring Service check will be required from the successful applicant. Convictions or other disclosures will not necessarily be a bar to obtaining a position within The Corbet School

FOR COMPLETION BY THE APPOINTING OFFICER

I can confirm that I have discussed the above disclosures with the applicant.

Signed: _____ Position held: _____ Date: _____

12. References

- Please give the details of two referees whom we may ask about your suitability for the job
- You are requested to give referee details from two employers, the first of which must be your current or most recent employer.
- You should not name a relative as a referee.
- References will usually only be taken up if you are selected for interview.
- Any offers of appointment will not be confirmed until we have received a satisfactory reference from your present or most recent employer.

Reference 1:	Reference 2:
Name:	Name:
Address:	Address:
Postcode	Postcode
Tel No:	Tel No:
Email:	Email:
Occupation:	Occupation:
Working relationship to candidate:	Working relationship to candidate:

13. Your Signature

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

Signature of Applicant:

Date:

Equal Opportunities and Recruitment

Equal Opportunities Policy

We believe that equal opportunity is about treating people fairly, openly and honestly and recognising that people all have different needs, cultures, experiences and expectations.

It is the policy of The Corbet School to ensure that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of his or her gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

We take positive steps to promote Equality & Diversity in employment.

Equality Act 2010

The Equality Act 2010 places a general duty on The Corbet School to promote equality. This means that in everything we do, we need to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality of opportunity.
- Foster good relations between different people.

Policy Statement for Applicants with Disabilities

Under the Disability Discrimination Act 1995, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

The act defines a disabled person in the following way:

“A disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities”.

You should be aware that we may ask you to give details of your disability should you be invited to interview. Any supporting information, for example a letter from a Disability Employment Advisor, would be helpful. The information you provide will be shared with the appointing officer responsible for shortlisting applicants and organising the selection process. You should be aware that you may be asked to give details and any supporting information.



THE CORBET SCHOOL

RECRUITMENT MONITORING FORM

PERSONAL DETAILS			
Title		Surname	
Forename(s)			
ETHNIC ORIGIN MONITORING			
I would describe my ethnic origin as:			
White English		Any Other White Background	
White Irish		Asian or Asian British Indian	
White Scottish		Asian or British Pakistani	
White Welsh		Asian or Asian British Bangladeshi	
Other White British		Other Asian, Asian Unspecified	
White Traveller of Irish Heritage		Black or Black British Caribbean	
White Gypsy/Romany		Black or Black British African	
Mixed White & Black Caribbean		Other Black	
Mixed White & Black African		Chinese	
Mixed White & Asian		Any Other Ethnic Background	
Mixed Any Other Background		Prefer Not To Say	
RELIGION			
In terms of my religion, I would describe myself as:			
Christian		Muslim	
Jewish		Hindu	
Buddhist		Sikh	
Having No Religion		Prefer not to say	
Of Other Religion	Please specify _____		
SEXUAL ORIENTATION			
What is your sexual orientation?			
Heterosexual		Gay	
Lesbian		Bisexual	
I would prefer not to say			
DISABILITY			
Do you consider yourself to have a disability?		Yes/No	
If you are selected for interview are there any special arrangements we would need to make for you? If YES, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements.			
ADVERT			
Where did you see this vacancy advertised:			
Local Newspaper – Shropshire Star		National Newspaper	
The Corbet School Website		TES	
Other i.e. Facebook		E-Teach	