**Confidential Application Form**

Please complete this Application Form in full. Gateways School cannot accept an incomplete Application Forms. If you submit a CV, an Application Form is still required. Please continue on extra sheets/add additional rows if necessary.

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| **Position applied for:** |
| **Where did you see this vacancy advertised?**  *(School website, TES etc)* |

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| **Section 1 – Personal Details** | |
| Title: | Surname: |
| Forename(s): | Former surnames (if applicable): |
| Preferred forename: | National insurance number: |
| Address: | Telephone number(s): |
| Email address: |
| Do you have QTS? (if applicable) Yes / No | TRN number (if applicable): |
| Are you currently eligible for employment in the UK? Yes / No    *If no, please provide details here* ……………………………………………………………………………………………………………………….. | |
| Are you related to or do you maintain a close relationship with an existing pupil, employee, volunteer, Governor or Trustee of Gateways School? Yes / No    *If yes, please provide details here* ……………………………………………………………………………………………………………………….. | |
| Are there any special arrangements you might require to attend an interview? Yes / No    *If yes, please provide details here* ……………………………………………………………………………………………………………………….. | |

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| **Section 2 – Academic and professional qualifications *(Education)***  *Please list all academic and professional qualifications you consider to be relevant to the role. Please include Maths & English GCSE results or equivalent/above for non-teaching roles. Please add additional rows as required.* | | | | | | |
| **Name of school/college/**  **University/provider** | **Dates of attendance** | | **Academic/Professional Qualifications** | | | |
| ***From MM/YY*** | ***To***  ***MM/YY*** | ***Subject*** | ***Result*** | ***Date of award*** | ***Awarding body*** |
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| **Section 3 – Vocational qualifications, skills or training**  *Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role* |
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| **Section 4 – Current/most recent employment** | |
| Current/most recent employer’s name and address: | |
| Current/most recent job title: | |
| Brief description of responsibilities: | |
| Current salary/salary on leaving: | |
| Please state any employee benefits (if applicable): | |
| Date employment started: | Date employment ended (if applicable): |
| Reason for seeking other employment/leaving: | |
| Please state when you would be available to take up employment if offered: | |

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| **Section 5 – Full Employment History**  *Please include all education, employment and voluntary work since leaving secondary school, starting with the most recent. Please provide reasons of any gaps in employment. Please add additional rows as required.* | | | | |
| **Dates of employment** | | **Name and address of employer** | **Position held** | **Reason for leaving** |
| ***From MM/YY*** | ***To  MM/YY*** |
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| **Section 6 – Time Spent Living/Working Overseas**  *If you have lived or worked outside of the UK for more than 3 months in the last 5 years, please provide details below.* | | | |
| **Dates** | | **Country** | **Reason** |
| ***From MM/YY*** | ***To MM/YY*** |
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| **Section 7 - Interests** |
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| **Section 8 – Suitability**  *Please give your reasons for applying for this position, including why you believe you are suitable for the position. Study the job description and describe how your personal qualities, skills and experience demonstrate your ability and aptitude to undertake the duties of the post, and explain how you meet the person specification.* |
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| **Section 9 – References** *Please supply the names and full contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children (if applicable). Neither referee should be a relative or someone known solely to you as a friend.* | |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Occupation: | Occupation: |
| Capacity in which known: | Capacity in which known: |
| Organisation name and address: | Organisation name and address: |
| Email address: | Email address: |
| Telephone number: | Telephone number: |
| *It is our policy to contact referees of shortlisted applicants prior to interview. Please tick here if for any reason you do not wish for a reference to be contacted prior to interview. Referee 1 □ Referee 2 □* | |

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| **Section 10 – Health** |
| In accordance with the guidance published by the DfE any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Successful candidates will therefore be required to complete a health questionnaire which will be assessed by the school’s medical adviser before any offer of employment is confirmed. |

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| **Section 11 – Criminal Records** |
| An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the Disclosures and Barring Service (DBS). If you are successful in your application you will be required to complete a DBS check. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.  All positions within the School are exempt from the Rehabilitation of Offenders act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here.](https://unlock.org.uk/wp-content/uploads/2020/11/What-will-be-filtered-by-the-DBS.pdf)  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered within a Self-Disclosure Form which must be returned to the School at least 24 hours prior to interview. Candidates may be asked further information about their criminal records during the recruitment process. Any disclosures will be checked against the information from the DBS.  The Child Protection Policy and Practices, along with the policy on Employment of Ex-Offenders can be found on our website. <https://www.gatewaysschool.co.uk/policies/> |

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| **Section 12 – Equal Opportunities** |
| Gateways School is an equal opportunities employer and welcomes applications from everyone. It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their protected characteristics. To view the Equal Opportunities Policy, please visit our website. <https://www.gatewaysschool.co.uk/policies/>  To assist with the implementation and monitoring of the Equal Opportunities policy, we ask all applicants to complete our Equal Opportunities Monitoring Form. This form is voluntary and can be found on our website <https://www.gatewaysschool.co.uk/working-at-gateways/> |

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| **Section 13 – Recruitment** |
| Gateways School Recruitment Policy is available on our website. <https://www.gatewaysschool.co.uk/policies/>  Gateways is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  Shortlisted candidates will be subject to an online search as part of Safer Recruitment checks.  Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you for up to one year.  Would you like the School to retain your details if your application is unsuccessful? Yes / No |

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| **Section 14 – Declaration** |
| * I understand it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to Gateways School processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment process. * I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.   **Signature** ……………………………………………………………………..…. **Date** …………………………………. |