

# Application Form School Staff

PLEASE READ GUIDANCE NOTES BEFORE COMPLETING FORM. IF HANDWRITTEN, PLEASE WRITE CLEARLY.

Vacancy			
School/Location			
Where vacancy advertised			
<b>PERSONAL DETAILS</b>			
Title			
Forename(s)			
Known as			
Surname			
Previous Surname			
Home Telephone No.			
Mobile Telephone No.			
Work Telephone No.			
Address			
Email Address			
National Insurance No.			
Date of Birth			
Induction year completed			
Teacher Ref.		Date QTS Award/ EYP	

### ACTION FOR EQUALITY

Milton Keynes Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

CURRENT OR LAST EMPLOYER					
School/Employer Name					
Local Authority					
Job Title					
Employer's Address (incl. postcode)					
Telephone		School Type			
Start Date		End Date			
Salary		Number on roll			
Qualified or Unqualified		Hours Worked	Full-time	Part time	
Reason for Leaving					
Please give a brief summary of duties					
When would you be available for employment?					

PREVIOUS TEACHING EMPLOYMENT					
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**Please list all posts, starting with the most recent post held and account for any gaps in employment. Please continue on a separate sheet if necessary.**

<b>1</b> Local Authority					
Name of School					
Job Title					
Please give a brief summary of duties					
From		To			
Number on roll		Qualified or Unqualified			
School Type		Hours Worked	Full-time	Part time	
Reason for leaving					

<b>2</b> Local Authority					
Name of School					
Job Title					
Please give a brief summary of duties					
From		To			
Number on roll		Qualified or Unqualified			
School Type		Hours Worked	Full-time	Part time	
Reason for leaving					

<b>3</b> Local Authority						
Name of School						
Job Title						
Please give a brief summary of duties						
From		To				
Number on roll		Qualified or Unqualified				
School Type		Hours Worked	Full-time	<input type="checkbox"/>	Part time	<input type="checkbox"/>
Reason for leaving						

<b>4</b> Local Authority						
Name of School						
Job Title						
Please give a brief summary of duties						
From		To				
Number on roll		Qualified or Unqualified				
School Type		Hours Worked	Full-time	<input type="checkbox"/>	Part time	<input type="checkbox"/>
Reason for leaving						

<b>5</b> Local Authority						
Name of School						
Job Title						
Please give a brief summary of duties						
From		To				
Number on roll		Qualified or Unqualified				
School Type		Hours Worked	Full-time	<input type="checkbox"/>	Part time	<input type="checkbox"/>
Reason for leaving						

**PREVIOUS NON - TEACHING EMPLOYMENT, INCLUDING VOLUNTARY WORK**

Please list all posts, starting with the most recent post held and account for any gaps in employment. Please continue on a separate sheet if necessary.

<b>1. Name of Employer</b>			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

<b>2. Name of Employer</b>			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

<b>3. Name of Employer</b>			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

<b>4. Name of Employer</b>			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

<b>5. Name of Employer</b>			
Job Title			
From		To	
Reason for Leaving			
Please give a brief summary of duties			

**EDUCATION**

List all education establishments attended since age 11.  
You will be required to provide evidence of qualifications essential to the role

<b>School / College / University</b>	<b>Dates From - To</b>	<b>Examinations, Awards, Subjects and Results</b>	<b>Awarding Body</b>

**JOB RELATED TRAINING / CPD**

List all relevant training attended.  
You will be required to provide evidence of training essential to the role.

<b>Course Title</b>	<b>Dates From - To</b>	<b>Provider</b>

## SUPPORTING STATEMENT

Drawing upon your experience, skills, abilities and qualifications, you must demonstrate their relevance to the job that you have applied for. Use the job profile and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You must also explain why you are applying for the job. (Continue on separate sheet if necessary).

**This is an essential element of your application.**

**REFERENCES**

Depending upon post, please give details below of at least two people who can provide information that will confirm your suitability for this post. One person **must be your current or most recent employer**. Please note that for certain posts the Council reserves the right to contact any previous employer and request a reference, in addition to the two detailed below.

References will not be accepted from relatives or people writing in the capacity of friends. References will be taken up prior to interview. **Please refer to guidance notes for further instructions.**

<u>Current/Most Recent Employer</u>			
Name			
Position			
Relationship			
Address			
Postcode		Telephone	
Email Address			

<u>Previous Employer</u>			
Name			
Position			
Relationship			
Address			
Postcode		Telephone	
Email Address			

<u>Previous Employer</u>			
Name			
Position			
Relationship			
Address			
Postcode		Telephone	
Email Address			

<u>Previous Employer</u>			
Name			
Position			
Relationship			
Address			
Postcode		Telephone	
Email Address			

### IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

Under the Immigration, Asylum and Nationality Act 2006, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and able to produce appropriate documentation at interview?  Yes  No

### DISCLOSURE OF CRIMINAL CONVICTIONS

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the 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 by going to <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

A conviction will not necessarily bar you from obtaining employment. However, failure to disclose any criminal convictions, in the event of your employment, **may result in disciplinary action or dismissal without notice.**

### SAFEGUARDING STATEMENT

In accordance with the Disclosure and Barring Scheme, you are committing a criminal offence by knowingly engaging in regulated employment, (i.e. working with children or vulnerable adults) if you have been barred from working with children or vulnerable adults.

Are you currently barred from working with children or vulnerable adults?

Yes  No

Are you subject to any sanctions imposed by a regulated body e.g. Teacher Prohibition Order or have any other action pending against you?

Yes  No

If you have answered YES to either of the above questions, you are required to enclose details in a sealed envelope of the reasons for you being barred, sanction being imposed or action pending.



**FURTHER INFORMATION**

If you are applying for a post which is open to job share, please indicate how you wish to work by ticking one of the following boxes:

Full Time only       Job Share only       Either

**CANVASSING**

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor, Officer of the Council, or a School Governor?       Yes       No

If yes, please give name

Role Held and Location

Relationship to you


**MOBILITY**

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

Yes       No

Note: The person specification will indicate what is required

Do you have a full current driving license?

Yes       No

## DECLARATION

Please sign and date this form to confirm that the details entered are correct.

I certify that the information given on this form is factually correct and without omission to the best of my knowledge. I understand information from this form will be computerized for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 2018. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime.

**WARNING: any person appointed to the authority having given false information will be liable to dismissal without notice.**

Signature		
Date		

## APPLICATION RETURN DETAILS

The completed application form should be returned to:

## PRIVACY NOTICE

We collect and use information about you so that we can ensure candidates fulfil the conditions of eligibility for appointment as a senior leader, also for fulfilling Milton Keynes Council's statutory responsibility around recruitment.

Full details about how we use this data and the rights you have around this can be found at:

<https://www.milton-keynes.gov.uk/jobs-careers/candidate-zone-interview-guide-and-useful-links>

FOR OFFICE USE ONLY

Reason for selection/non-selection

Shortlisting Stage  
Interview Stage  
Appointment Stage

Yes  
Accepted  
Accepted

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

No Reject  
Refused Offer

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Reason, give details

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**EQUALITIES MONITORING FORM**

Milton Keynes Council is committed to being an equal opportunities employer. The Council does not discriminate on the basis of race, religion or belief, colour, sex or sexual orientation, gender reassignment, age, physical or mental disability, marital status and civil partnership, nationality, ethnic or national origin. All matters related to employment are decided on the basis of qualifications, ability and business needs.

**This monitoring information section will not be kept with your application form and will not be used for selection purposes. It will only be used for statistical monitoring purposes to ensure all applicants receive the same consideration and are treated fairly when applying for jobs.**

Please complete the Equal Opportunities Monitoring form to enable us to monitor the effectiveness of our equal opportunities policy in regard to our applicants.

**Information will be treated in the strictest confidence and used only for monitoring purposes and will not form part of the recruitment decision process.**

Data is collected in accordance with the requirements of the Data Protection Act and Code of Practice issued by the Chartered Institute of Personnel and Development.

Please tick the following boxes, as appropriate

**Gender** I am  Male  Female  Transgender  Do not wish to disclose

**Date of Birth**

**Ethnic Origin**

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. The codes are the agreed 2001 Census codes.

- |                            |  |                          |
|----------------------------|--|--------------------------|
| (a) White                  | British                                    | <input type="checkbox"/> |
|                            | Irish                                      | <input type="checkbox"/> |
|                            | Other                                      | <input type="checkbox"/> |
| (b) Mixed                  | White and Black Caribbean                  | <input type="checkbox"/> |
|                            | White and Black African                    | <input type="checkbox"/> |
|                            | White and Asian                            | <input type="checkbox"/> |
|                            | Any other mixed background                 | <input type="checkbox"/> |
| (c) Asian or Asian British | Indian                                     | <input type="checkbox"/> |
|                            | Pakistani                                  | <input type="checkbox"/> |
|                            | Bangladeshi                                | <input type="checkbox"/> |
|                            | Any other Asian background from within (c) | <input type="checkbox"/> |
| (d) Black or Black British | Caribbean                                  | <input type="checkbox"/> |
|                            | African                                    | <input type="checkbox"/> |
|                            | Any other Black background from within (d) | <input type="checkbox"/> |
| (e) Other ethnic groups    | Chinese                                    | <input type="checkbox"/> |
|                            | Any other ethnic group                     | <input type="checkbox"/> |
|                            | Not Stated                                 | <input type="checkbox"/> |

**Marital status**

- |          |                          |                   |                          |
|----------|--------------------------|-------------------|--------------------------|
| Single   | <input type="checkbox"/> | Separated         | <input type="checkbox"/> |
| Married  | <input type="checkbox"/> | Co habiting       | <input type="checkbox"/> |
| Widowed  | <input type="checkbox"/> | Civil Partnership | <input type="checkbox"/> |
| Divorced | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

**Sexual Orientation**

Monitoring is voluntary but it will allow the Council to evaluate whether equality of opportunity and outcomes exists for staff. Just like everyone else, Lesbian Gay or Bisexual staff should be protected from harassment and discrimination. Only by asking staff about their sexual orientation can we measure the progress we are making to tackle inequalities or be confident that unintentional discrimination is not arising.

**What is your sexual orientation?**

Bisexual	<input type="checkbox"/>	Heterosexual/straight	<input type="checkbox"/>
Gay man	<input type="checkbox"/>	Other	<input type="checkbox"/>
Gay Woman/lesbian	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Transgender	<input type="checkbox"/>		

**Religion**

This question is voluntary, but it will help the Council improve its equalities and diversity objectives, and ultimately its services.

**What is your religion?**

No Religion	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian (all denominations)	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Any other religion please write in .....

**DISABILITIES DISCLOSURE STATEMENT**

Milton Keynes Council is committed to providing a service that is inclusive of diversity and equality. In order for us to provide such a service, we require you to complete the following declaration relating to disabilities. **If you do not consider yourself to have a disability, please tick the box at the bottom of the page.**

The Council has a duty under the Equality Act 2010 to make "reasonable adjustments" for people with disabilities who want to work for the Council or access our services. To do this it is important that you let us know if you have a disability so we can make reasonable adjustments, for example at the interview/selection process.

In order to make adjustments, some information regarding your disability may have to be disclosed to various members of staff. No information will be passed on unless it is relevant to making reasonable adjustments.

You can request that no information about your disability be passed on, or you can request that information is restricted to certain people. However, you should be aware that this could restrict the types of adjustments that can be made.

You should also be aware that even if you have stated that you do not wish information to be passed on, in certain instances relating to health and safety, emergency evacuation or public policy there may be a need to do so.

Do you have a disability?  Yes  No

I agree to information regarding my disability to be passed on:  Yes  No  Restricted

If you have ticked "Restricted", please identify to whom you agree the information can be passed:

\_\_\_\_\_

*Thank you for taking the time to complete this form.*

## Self-Disclosure Form

**Only** return this disclosure form to the school if **you have been shortlisted**. It must arrive **at least two days prior** to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:	Date:
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Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title:	Date of birth
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):	

***Milton Keynes Council and our school are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

**Nacro** - <https://www.nacro.org.uk/criminal-record-support-service/> email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

**Unlock** – <http://hub.unlock.org.uk/contact/> phone 01634 247350 or text 07824 113848

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here:
2. Do you have any other cautions or convictions that would not be filtered? Yes / No
If yes, please provide details here:

(Only ask if you are recruiting for a post working in regulated activity with children)

3. Are you included on the DBS children's barred list? Yes / No

If yes, please provide details here:

Only ask if you are recruiting for a post working in regulated activity with adults over the age of 18 years)

4. Are you included on the DBS adult barred list? Yes / No

If yes, please provide details here:

(Teaching posts only)

5. Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? Yes / No / Not applicable

If yes, please provide details here:

\*Management posts in independent schools / academies only

6. Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable

If yes, please provide details here:

7. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No

\* This will need to be amended to reflect your school policy

If yes, please provide details here:

8. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No

If yes, please provide details here:

9. \*Applicants for posts in early years or later years childcare (wrap around care) only

The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):

- Certain serious criminal offences
- Court orders relating to the care of your own child

If yes, please contact us for more information on the regulations.

**Please complete the declaration below:**

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

**Signed:**

**Date:**

**Please return this form in a sealed envelope FAO: Headteacher**