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| **Pippins School**  **Raymond Close**  **Colnbrook**  **Slough**  **Berkshire**  **SL3 0PR** |  |

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| APPLICATION FORM  Strictly Confidential |  | **Job Reference:** | \* |

PLEASE USE BLACK PRINT – An application form MUST be completed/submitted for each vacancy.

**The completed form should be e-mailed to: mjalaf@pippins.slough.sch.uk or returned to the Pippins School, Raymond Close, Rodney Way, Colnbrook, Slough, SL3 0PR**

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| **Application for the post of: \*** **Class Teacher**  \*These fields must  be completed. |

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| **Personal Details** | | |
| First Name(s): | Surname: | |
| Address: | | |
| Post Code: | | Home Tel. No: |
| How long have you lived at this address?       years | | Daytime Tel. No: |
| **\*\*E-mail address:** | | Mobile Tel. No: |
| ***\*\*If you have provided an e-mail address, this will be the method by which you will be contacted.***  ***However, if you DO NOT wish to be contacted by e-mail please tick the box.*** | | |
| **Do you need a work permit?** (a) No.  (Click to select or deselect boxes).  (b) Yes, and I already have one***.***  Expiry Date:      (dd/mm/yyyy)  (c) Yes, but I do not have one. | | |

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| **Present Employment** (if unemployed give details of last employer) | |
| Name and address of current employer: | |
| Post title: | Department/Section: |
| Date of appointment:       (dd/mm/yyyy) | Date appointment ended:      (dd/mm/yyyy) |
| Pay scale: | Spine/scale point: |
| Total salary (per annum): | Full or part time (FTE): |
| Brief description of job: | |
| Period of notice: | |
| Reason for leaving: | |

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| **Previous Employment** Start with the most recent employer first. Please cover all jobs (**all** periods/gaps between jobs must be accounted for). | | | | |
| Dates (dd/mm/yy) | | Name & Address of Employer  (nature of business) | Position, brief description of job and salary | Reason for Leaving |
| From | To |
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(Please continue on separate sheet if necessary)

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| **Voluntary/Unpaid Activities** | | | |
| Dates (dd/mm/yy) | | Name & Address of Organisation | Position, brief description of role |
| From | To |
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| **Education, Qualifications & Membership of Professional Associations/Institutes** Please give details of your education and qualifications obtained. This includes any qualification which you are studying for now. Primary school details are not required. You will be required to prove you have obtained these qualifications. If you are a member of a professional association/institute please provide details. (professional body, registration number, expiry date) | | | |
| Name of awarding body | Date  gained | Examinations passed, qualifications/level, skills gained | Grades  (where applicable) |
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| **References All candidates –** Please give details of two employment referees whom we may ask about your suitability for the post. One of these should be your most recent employer. Referees must not be related to you. If you are a school/college leaver, please give the name and address of a head teacher/tutor and also the manager of your most recent work experience placement – if applicable. (Internal candidates: Please note your line manager must be one of the referees). We reserve the right to approach your current and any previous employer. | | | |
| **Reference 1 :** (from present or most recent employer) | | **Reference 2:** | |
| Name of referee: | | Name of referee: | |
| Name & address of organisation: | | Name & address of organisation: | |
| Tel. No: | | Tel. No: | |
| E-Mail: | | E-Mail: | |
| Occupation: | | Occupation: | |
| Capacity in which known to you: | | Capacity in which known to you: | |
| Dates of employment:       to  (dd/mm/yyyy) | | Dates of employment:       to  (dd/mm/yyyy) | |
| May we contact your referee prior to an interview? | Yes  No | May we contact your referee prior to an interview? | Yes  No |

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| **Supporting Information** (Please refer to the Person Specification and Job Description)  Please provide any information you consider relevant, including your reason for applying for the post and why you consider yourself to be suitable for the post. ***Please look carefully at the Person Specification and Job Description and give examples of how you meet the job requirements.*** *This is important, as you will be shortlisted against this criteria. You can also draw on experience you may have gained outside the work environment.*  **Remember to provide examples that demonstrate your skills, knowledge and experience.** |

(please continue on separate sheet if necessary)

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| IMPORTANT INFORMATION Criminal Convictions (Rehabilitation of Offenders Act) You are required to disclose any convictions that are current (not ‘spent’ under the Rehabilitation of Offenders Act 1974). You may be required to disclose convictions that are ‘spent’ if the post you are applying for is exempt under the Act, e.g. if you will be working with children or vulnerable adults, please read the General Information section contained within the job pack for guidance. | | | | |
| Have you ever been convicted of a criminal offence or received a Police Caution? | | | Yes  No | |
| If yes, please give full details in a separate document. We will only take them into account if we consider them relevant to the post for which you have applied. | | | | |
| Disability Discrimination Act 1995 and 2005 The council wishes to encourage disabled people to apply for jobs – all information will be treated in confidence. The council operates a “Guaranteed Interview Scheme” for disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. | | | | |
| Do you have a disability as outlined in the Disability Discrimination Act 1995 and 2005? (see General Information section within the job pack for detailed definition) | | | Yes  No | |
| If yes, please state the type of disability you have: | |  | |  |
| In relation to any disability, do you have any particular requirements in order to attend an interview? | | | Yes  No | |
| If yes, please give details : |  | | |  |
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| **General**  Do you hold a current driving licence? Yes  No  Do you have the daily use of a car? Yes  No  Are you a foster carer, adoptive parent or respite carer for Slough Borough Council? If yes, please give details:    Do you have any partner/relatives (no matter how distant)/close personal friends who are elected members or employees of the Council ? If so, please state name(s), relationship(s) and directorate(s). *(Canvassing of members/officers of the Council or its Committees directly or indirectly will automatically disqualify any candidate concerned).* | | | | |

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| **Declaration**  I certify that the information provided is true and accurate and in particular that I have not omitted any facts which may have a bearing on my application. I understand that any subsequent contract of employment with the Council will be made on the basis of the information I have provided. I understand that a false declaration which results in my appointment to the Council’s service will render me liable to dismissal without notice. I give explicit consent that the information which I give on this form may be processed in accordance with the Council’s registration under the Data Protection Act 1998. I have not canvassed either directly or indirectly any officer or member of Slough Borough Council in connection with this appointment. Under the provisions of the Local Government Act 1972, I confirm that I am not, nor have been for twelve months prior to this application a serving elected member of this Council.  I agree to Slough Borough Council carrying out pre-employment screening relevant to my application.  Mark box to agree and sign below.  Signature:       Date:       (dd/mm/yyyy) |

**This page is blank to allow the confidential Recruitment Monitoring Form**

**to be separated from your application form prior to shortlisting**

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| **Pippins School** |  |

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| **RECRUITMENT MONITORING FORM** |

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| S T R I C T L Y C O N F I D E N T I A L |  | **Job Reference** | \* |

**This sheet will be separated from your application form upon receipt and does not form part of the selection process.**

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| **Application for the post of:** **\*** | \*These fields must be completed. |

Slough Borough Council aims to be an equal opportunities employer, and selects staff on merit, irrespective of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In order to monitor the effectiveness of our equality policy, the Council requests that all applicants complete this form. In accordance with the Data Protection Act 1998, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only and may inform improvements to our equality policy.

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| **What is your Ethnic Group**  Choose ONE section from A to F, then tick the appropriate box. | |
| **A. White**  British  Irish  Any other White background, please state:    **B. Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please state:    **C. Asian or Asian British**  Indian  Pakistani  Bangladeshi  Sikh  Any other Asian background, please state: | **D. Black or Black British**  Caribbean  African  Any other Black background, please state:    **E. Chinese or other ethnic group**  Chinese  Other, please write in    **F. I do not wish to provide this**  **information.** |

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| **Gender**  Male  Female |

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| **Disability –** Do you have a disability? Please tick one box. | | | |
| 00 - None. |  | 06 - You have mental health difficulties. |  |
| 01 - You have a specific learning difficulty (for example dyslexia). |  | 07 - You have a disability that cannot be seen, for example diabetes, epilepsy or a heart condition. |  |
| 02 - You are blind or partially sighted. |  | 08 - You have two or more of the above. |  |
| 03 - You are deaf or hard of hearing. |  | 09 - You have a disability, special need or medical condition that is not listed above. |  |
| 04 - You use a wheelchair or have mobility difficulties. |  | 10 - I do not wish to provide this information. |  |
| 05 - You have Autistic Spectrum Disorder or Asperger Syndrome. |  |  | |

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| **Present Status**  Internal Applicant  External Applicant |

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| **Date of Birth**        (dd/mm/yyyy) Age |

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| **Media**  Please state where you saw this post advertised: | | |
| Slough vacancy bulletin |  |  |
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| Slough website |  |  |
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| Other website, please state: |  |  |
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| National newspaper, please state: |  |  |
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| Local newspaper, please state: |  |  |
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| Professional/trade journal, please state: |  |  |
|  |  |  |
| Other, please state: |  |  |
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