



## THE ECCLESBOURNE SCHOOL

'LEARNING TOGETHER FOR THE FUTURE'

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Email [info@ecclesbourne.derbyshire.sch.uk](mailto:info@ecclesbourne.derbyshire.sch.uk)

### CONFIDENTIAL

## Job Application Form

The Ecclesbourne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to equal opportunities in employment and positively welcome your application.

Application for the position of:

### PERSONAL DETAILS

Surname:

Forename:

Preferred forename:

National Insurance  
number:

Previous names:

Mobile telephone:

Home Telephone:

Work telephone:

Email:

Address:

Postcode:

Please note that original documentation, verifying your right to work in the UK, will be requested, checked and a photocopy taken if you are invited for interview. If your application is successful and you commence employment, the copies of your identification documents will be retained on file.

### TEACHING INFORMATION

Teacher number:

Qualification date:

Subject(s) you are qualified to teach/have experience of teaching and to which level (KS3, 4, 5)

Have you successfully completed your induction (NQT) period:

Yes ☐ No ☐

## PRESENT OR MOST RECENT EMPLOYER

**Employer name:**

**Address:**

**Student age range (if applicable):**

**Current job title:**

**Annual salary or teacher pay scale:**

**Start date:**

**Notice period:**

**Reason for leaving and date (if applicable):**

**Brief details of main duties and responsibilities:**

## PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education or training (e.g. unemployment, voluntary work, raising a family, part-time work).

**Employer name and address:**

**Student age range (if applicable):**

**Job title:**

**Annual salary or teacher pay scale:**

**Brief details of main duties and responsibilities:**

**Date from:**

**Date to:**

**Employer name and address:**

**Student age range (if applicable):**

**Job title:**

**Annual salary or teacher pay scale:**

**Brief details of main duties and responsibilities:**

**Date from:**

**Date to:**

**Employer name and address:**

**Student age range (if applicable):**

**Job title:**

**Annual salary or teacher pay scale:**

**Brief details of main duties and responsibilities:**

**Date from:**

**Date to:**

Please continue on a separate page if necessary.

## MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Are you a member of any professional or technical bodies/associations?

Yes ☐ No ☐

If yes, please give details of membership of professional or technical bodies/associations:

## EDUCATION AND PROFESSIONAL/VOCATIONAL TRAINING

Please give details of all education, qualifications and any relevant training from secondary school and beyond. Please note that evidence of qualifications will be requested, checked and a photocopy taken if you are invited for interview. If your application is successful and you commence employment copies of this documentation will be retained on file.

### SECONDARY SCHOOL (11 to 16 education)

#### Establishment attended:

##### Date from:

Please enter grade of qualification gained, for example:

Course title/subject: English Literature

##### Date to:

Qualification: GCSE Grade B / 6

Course title/subject:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

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Course title/subject:

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Course title/subject:

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Course title/subject:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

### SIXTH FORM/FURTHER EDUCATION (16 to 18 education)

#### Establishment attended:

##### Date from:

Please enter grade of qualification gained, for example:

Course title/subject: Mathematics

##### Date to:

Qualification: A level Grade B

Course title/subject:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

### UNIVERSITY/FURTHER EDUCATION

#### Establishment attended:

##### Date from:

Course title/subject:

##### Date to:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

### TEACHING QUALIFICATION(s) (if applicable)

#### Establishment attended:

##### Date from:

Course title/subject:

##### Date to:

Qualification:

Course title/subject:

Qualification:

Course title/subject:

Qualification:

## OTHER QUALIFICATIONS, FULL OR PART-TIME STUDY

### Establishment attended:

**Date from:**

**Course title/subject:**

**Course title/subject:**

**Course title/subject:**

**Course title/subject:**

**Date to:**

**Qualification:**

**Qualification:**

**Qualification:**

**Qualification:**

## OTHER COURSES AND INSET IN WHICH YOU HAVE BEEN INVOLVED DURING THE PAST THREE YEARS AND WHICH YOU CONSIDER RELEVANT TO THE POST

**Course title/subject:**

**Course title/subject:**

**Course title/subject:**

**Date:**

**Date:**

**Date:**

## REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this should be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

References will not be accepted from relatives or from people writing solely in the capacity of a friend.

Please ensure that you include an email address and telephone number and that the person is willing to provide a reference.

**Name of referee:**

**Job title:**

**Relationship, e.g. line  
manager, head teacher etc.:**

**Organisation:**

**Address:**

**Postcode:**

**Email:**

**Telephone:**

**Name of referee:**

**Job title:**

**Relationship, e.g. line  
manager, head teacher etc.:**

**Organisation:**

**Address:**

**Postcode:**

**Email:**

**Telephone:**

## SUITABILITY FOR JOB

Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have.

### DECLARATION

I declare that the information on this form is true and accurate. I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post.

### Privacy Notice

I consent to the information contained in this form, and any information received by The Ecclesbourne School, relating to my application being processed by the school in administering the recruitment process.

☐ **(Please X to signify consent.)**

Name

Date

### Signature

*If you submit this form electronically without signature you will be required to sign this declaration if invited for interview.*

**Please note that the following two pages are provided for information only and to give you adequate time to access any further information needed, and if necessary, to get advice, before completing the disclosure. Please do not complete the disclosure of criminal records at this point, as this will be issued to you for completion if you are shortlisted for interview.**

## DISCLOSURE OF CRIMINAL RECORDS

The amendments to the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities certain convictions 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 and on the websites of charities NACRO and UNLOCK. Further information:

- <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>
- <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards>
- <https://www.gov.uk/government/publications/dbs-filtering-guidance>
- <https://www.nacro.org.uk/news/nacro-news/dbs-filtering-regime-changes-to-come-into-effect-end-of-nov/>
- <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>
- <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Having a criminal conviction will not necessarily bar you from employment. Any information given will be entirely confidential and considered only in relation to this application. Please use the DBS filtering rules flowchart, overleaf relating to what should be disclosed prior to answering the questions below.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes ☐ No ☐

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (amendment) (England and Wales) Order 2020?

Yes ☐ No ☐

If yes, you will be asked to provide details prior to interview. Any information disclosed will be treated in the strictest of confidence.

Has your name been placed on any list which bars or disqualifies you from working with children?

Yes ☐ No ☐

If yes, you will be asked to provide details prior to interview. Any information disclosed will be treated in the strictest of confidence.

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes ☐ No ☐

If yes, you will be asked to provide details of countries and dates.

Any post in a school includes substantial access to children and young people and all appointments are subject to an enhanced check with the Disclosure and Barring Service. All employment is subject to a satisfactory results being received. Please note that several original pieces of documentation, verifying your address and identity, will be requested, checked and a photocopy taken if you are invited for interview. If your application is successful and you commence employment copies of this documentation will be retained on file, including a photocopy of your Enhanced Disclosure and Barring Service certificate. This information will be kept on file for two years following end of employment. If you are unsuccessful following interview copies of your application, Enhanced DBS certificates, self-declarations, interview notes and any risk assessments will be kept on file for 6 months.

### DECLARATION

I declare that the information on this form is true and accurate. I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post.

### Privacy Notice

I consent to the information contained in this form, and any information received by The Ecclesbourne School, relating to my application being processed by the school in administering the recruitment process.

☐ (Please X to signify consent.)

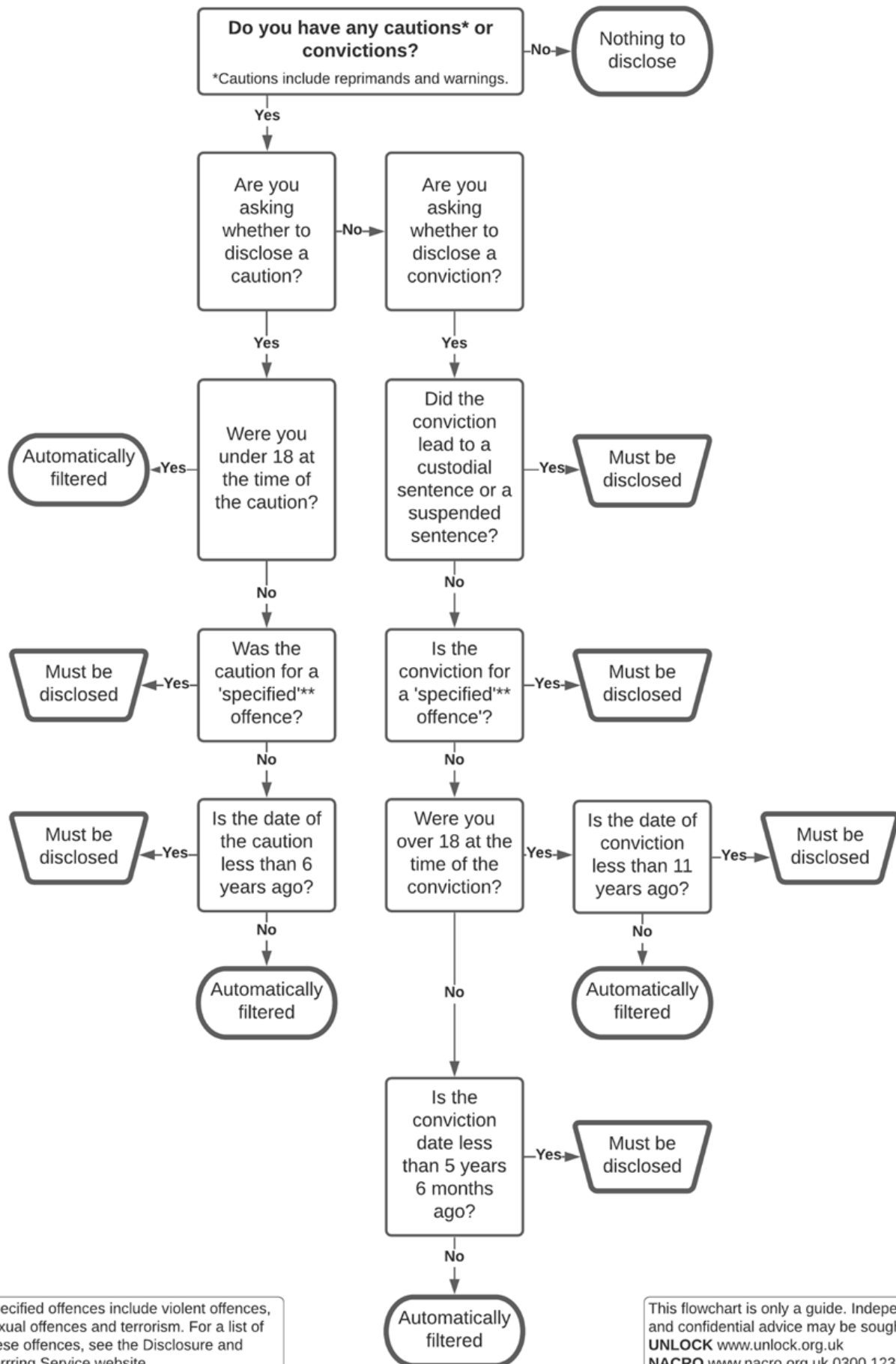
Name

Date

Signature

*If you submit this form electronically without signature you will be required to sign this declaration at interview.*

## DBS Filtering Rules Flowchart - What should be disclosed?



\*\*\* Specified offences include violent offences, sexual offences and terrorism. For a list of these offences, see the Disclosure and Barring Service website.

This flowchart is only a guide. Independent and confidential advice may be sought from:  
**UNLOCK** [www.unlock.org.uk](http://www.unlock.org.uk)  
**NACRO** [www.nacro.org.uk](http://www.nacro.org.uk) 0300 123 1999