A close up of a logo

Description automatically generated

Application Form **School** **Staff**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Vacancy |  | | |
| School/Location |  | | |
| Where vacancy advertised |  | | |
| **PERSONAL** **DETAILS** | | | |
| 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 |  |

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| **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. |

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| **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? |  | | | | | | |

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| **PREVIOUS** **TEACHING** **EMPLOYMENT** | | | | | | | |
| **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.** | | | | | | | |
| **1** 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 |  | | | | | | |

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| **2** 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 |  | | | | | | |

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| **3** 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 |  | | | | | | |

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| **4** 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 |  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **5** 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 |  | | | | | | |

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| **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.** | | | |
| **1.** Name of Employer |  | | |
| Job Title |  | | |
| From |  | To |  |
| Reason for Leaving |  | | |
| Please give a brief summary of duties |  | | |

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| --- | --- | --- | --- |
| **2.** Name of Employer |  | | |
| Job Title |  | | |
| From |  | To |  |
| Reason for Leaving |  | | |
| Please give a brief summary of duties |  | | |

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| --- | --- | --- | --- |
| **3.** Name of Employer |  | | |
| Job Title |  | | |
| From |  | To |  |
| Reason for Leaving |  | | |
| Please give a brief summary of duties |  | | |

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| --- | --- | --- | --- |
| **4.** Name of Employer |  | | |
| Job Title |  | | |
| From |  | To |  |
| Reason for Leaving |  | | |
| Please give a brief summary of duties |  | | |

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| --- | --- | --- | --- |
| **5.** Name of Employer |  | | |
| Job Title |  | | |
| From |  | To |  |
| Reason for Leaving |  | | |
| Please give a brief summary of duties |  | | |

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| **EDUCATION** | | | |
| List all education establishments attended since age 11.  You will be required to provide evidence of qualifications essential to the role | | | |
| **School** **/** **College** **/** **University** | **Dates** **From** **-** **To** | **Examinations,** **Awards,** **Subjects** **and** **Results** | **Awarding** **Body** |
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| **JOB** **RELATED** **TRAINING** **/** **CPD** | | |
| List all relevant training attended.  You will be required to provide evidence of training essential to the role. | | |
| **Course** **Title** | **Dates** **From** **-** **To** | **Provider** |
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| **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.** |
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| **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.** | | | |
| Current/Most Recent Employer |  | | |
| Name |  | | |
| Position |  | | |
| Relationship |  | | |
| Address |  | | |
| Postcode |  | Telephone |  |
| Email Address |  | | |

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| --- | --- | --- | --- |
| Previous Employer |  | | |
| Name |  | | |
| Position |  | | |
| Relationship |  | | |
| Address |  | | |
| Postcode |  | Telephone |  |
| Email Address |  | | |

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| --- | --- | --- | --- |
| Previous Employer |  | | |
| Name |  | | |
| Position |  | | |
| Relationship |  | | |
| Address |  | | |
| Postcode |  | Telephone |  |
| Email Address |  | | |

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| --- | --- | --- | --- |
| Previous Employer |  | | |
| Name |  | | |
| Position |  | | |
| Relationship |  | | |
| Address |  | | |
| Postcode |  | Telephone |  |
| Email Address |  | | |

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| **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 Yes No appropriate documentation at interview? |

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| **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.** |

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| **SAFEGUARDING** **STATEMENT** |
| In accordance withthe Disclosure and Barring Scheme, youare committingacriminal offence byknowinglyengagingin 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. |

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| **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 fulfill these duties? Yes No  Note: The person specification will indicate what is required  Do you have a full current driving license? Yes No |

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| **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 |  |  |
|  | | | |

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| **APPLICATION** **RETURN** **DETAILS** |
| The completed application form should be returned to: |

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| **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> |

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| --- | --- | --- | --- | --- |
| FOR OFFICE USE ONLY | | | | |
| Reason for selection/non-selection Shortlisting Stage Yes Interview Stage Accepted Appointment Stage Accepted |  | No Reject Refused Offer |  |  |
|  |  |
|  |  |
| 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

(b) Mixed

British Irish Other

White and Black Caribbean White and Black African White and Asian

Any other mixed background

(c) Asian or Asian British

Indian Pakistani Bangladeshi

Any other Asian background from within (c)

(d) Black or Black British

Caribbean African

Any other Black background from within (d)

(e) Other ethnic groups Chinese

Any other ethnic group Not Stated

**Marital** **status** Single Married Widowed Divorced

Separated Co habiting

Civil Partnership Prefer not to say

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**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 Gay man

Gay Woman/lesbian Transgender

Heterosexual/straight Other

Prefer not to say

**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

Christian (all denominations) Buddhist

Hindu

Jewish Muslim Sikh

Prefer not to say

Any other religion please write in ...........................................................................................................................

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| **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*. |

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Self Disclosure Form

Congratulations on being shortlisted. Please return this disclosure to the school **at** **least** **two** **day’s** **prior** **to** **interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

|  |  |
| --- | --- |
| POST APPLIED FOR: | Date: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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](file://///MKC/DFS01/Users/GBS_02/PC55601/Safer%20recruitment/T4T/Filtering%20briefing/Filtering%20flowchart%20delegate%20workbook%20version.pdf) 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 |

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| 3.  Are you included on the DBS children’s barred list? Yes / No |
| If yes, please provide details here |
| 4.  Are you included on the DBS adult barred list? Yes / No |
| If yes, please provide details here |
| 5. (Teaching posts only) 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 |
| 6. \*Management posts in independent schools / academies only  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  Being prohibited from private fostering  Do you have any reason to believe you are disqualified from working in childcare? Yes / No |

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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**

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