



## APPLICATION FORM

### CONFIDENTIAL

#### 1. GUIDANCE ON WHERE TO HOW TO SUBMITL YOUR COMPLETED APPLICATION FORM :

At Outwoods Edge our preference is that you either complete your application form by hand, or if you complete it as a Word document, you print out your completed application form so that you can sign it in ink, and return it to school by hand or by post.

Applications should be handed in at the school office before 4.30pm on the closing date, or posted to the following address:

The Headteacher  
Outwoods Edge Primary School  
Redwood Road  
Loughborough  
LE11 4PW

However if your prefer to return it to us electronically, please e-mail it to [admin@outwoodsedge.leics.sch.uk](mailto:admin@outwoodsedge.leics.sch.uk) by the closing date.

Late applications will not be considered.

Please refer to details of the job as you complete the form and ensure that all sections are completed.

Please continue to the following pages to complete your application form. You will note the first page of the Application Form is our Monitoring Section.

(Please use the Tab key to move between fields)

## 2. MONITORING SECTION

It would be really helpful if you could complete this section for us. The academy is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process.

Application for post of:

Date of application:

1) **How would you describe your ethnicity?**

(a) White

- British  
 Irish  
 Any Other White Background \*

\*(please write in below)

(b) Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any Other Mixed Background\*

\*(please write in below)

(c) Asian & British Asian

- Indian  
 Pakistani  
 Bangladeshi  
 Any Other Asian Background\*

\*(please write in below)

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(d) Black or Black British

- Caribbean  
 African  
 Any Other Black background\*

\*(please write in below)

(e) Chinese or other ethnic group

- Chinese  
 Any Other ethnic group\*

\*(please write in below)

(f) Gypsy/Traveller

- Irish Traveller  
 Romany Gypsy  
 Any Other Background\*

\*(please write in below)

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2) **My sex is** Male  Female

3) **My date of birth is (DD/MM/YY)**

**Age:**

4) **The Disability Discrimination Act 1995 defines disability as:**

*'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'*

I consider myself to be Disabled  Non Disabled

5) **My religion is:** Buddhist  Christian (all denominations)  Hindu  Jewish   
Muslim  Sikh  None  Other  Please specify

6) **Where did you see this vacancy advertised? (Please be specific e.g. Leicester Mercury/ Connexions/ Jobcentre Plus/ County Council Website/ Word of mouth)**

7) **Do you work for in a primary school now?** Yes  No

**If yes do you consider this job to be a promotion?** Yes  No

Family Name:	First Name:
<b>OFFICE USE ONLY</b>	<b>Short listed</b>
	<b>Interviewed</b>
	<b>Appointed</b>



## CONFIDENTIAL APPLICATION FORM

<b>3. POST DETAILS</b>
Post applied for:

<b>4. PERSONAL DETAILS</b>	
Family Name:	Other Names:
Previous Names:	National Insurance Number:
Title:	Contact Telephone Number:
Please only answer the questions below if they are a requirement on the Person Specification for this post	
Address:	Do you have a current full Driving License? <b>Yes</b> <input type="checkbox"/> (Press enter to select) <b>No</b> <input type="checkbox"/>
Post Code:	Do you have use of a vehicle? <b>Yes</b> <input type="checkbox"/> (press enter to select) <b>No</b> <input type="checkbox"/>
Email:	

<b>5. PRESENT EMPLOYMENT</b>	
(If you are not currently in employment please leave blank)	
Job Title:	Telephone Number:
Employer's Name:	May we contact you on this number? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Address:	Basic Pay/grade:
	Other Pay:
Postcode:	Date Started:
	Period of Notice:

Outline of key duties and responsibilities:
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**6a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.**

Organisation	Role	Salary (If Applicable)	Date Employed		Reason for leaving
			From MM/YYYY	To MM/YYYY	

**6b. Please specify all time not accounted for above with dates and reasons**

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**7. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES**

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfill the Person Specification. Please use additional paper if necessary.

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## 7. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES

Cont....

## 8. RELATIONSHIPS

Are you related to any governor or employee of the Leicestershire County Council?

Yes

No

If yes, please give details

## 9. CRIMINAL CONVICTIONS AND CAUTIONS

**To be read in conjunction with the criminal convictions section on the application form guidance notes.**

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?

Yes

No

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.

All posts at Outwoods Edge Primary School are subject to a CRB check.

**10. EDUCATION**

Qualifications gained or pending. Please state subject (Please be prepared to provide evidence at interview)	Grade	Date Achieved (MM/YYYY)	School/College/University

**11. MEMBERSHIPS OF RELEVANT ORGANISATIONS**

Professional Body/Association	Qualification/ Membership Level	Dates of Qual/ Membership (MM/YYYY)

**12. RELEVANT COURSES/ AWARDS (e.g. short courses attended/ certificates/awards)**

Organising Body	Brief Details of Course	Duration	
		From	To

### 13. DISABILITY/ HEALTH CONDITIONS

**The Disability Discrimination Act 1995 defines disability as:**

*'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.'*

Please see notes of guidance for further clarification of this definition.

**I consider myself to be:** Disabled  Non Disabled

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

- Interview information on audio tape
- Interview information in large print format
- Sign language interpretation or other assistance with communication at interview
- Induction loop in interview room
- Wheelchair-accessible location for interview
- Car parking space for interview (for people with mobility problems only)
- Facility for Personal Carer, assistant or other person to accompany you at interview

Please specify any other support, which you would like to be made available on the day:

### 14. ATTENDANCE

Please detail your sickness absence (school/college/work) in the last year, including number of days and frequency. Please indicate if the absence was disability or pregnancy related.

We will request details of your sickness absence from your employment referee.

### 15. DATA PROTECTION ACT

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for 12 months and then destroyed. The information may be used by Outwoods Edge Primary School for the purposes of equality monitoring, compiling statistics and maintaining other employment records. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes.

**16. REFERENCES**

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Telephone Number:	Telephone Number:
Title/ Position:	Title/ Position:
Relationship to applicant:	Relationship to applicant:
Please tick this box if this referee is not to be contacted prior to interview without your permission. <input type="checkbox"/>	Please tick this box if this referee is not to be contacted prior to interview without your permission. <input type="checkbox"/>
Please note that an offer of employment cannot be made without prior receipt of satisfactory references, one of which should be your present or most recent employer.	

**17. INTERVIEW ARRANGEMENTS**

Please indicate below any dates when you would not be able to attend for interview:

**18. DECLARATION**

- I am signing this to say all the information I have put in this form is true and accurate, and that I have read all the relevant sections of the applications of guidance notes.
- I also confirm that I have not directly or indirectly approached an governor or employee of the academy to support me in making this application as this would disqualify me as a candidate.
- I understand that if I don't tell you about any relationships with any governors or employees of the academy, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.
- I also understand that satisfactory references, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signature:

Date:

**This form and can be requested in large print. Please contact the school office on 01509 216177, fax 01509 264416 or e-mail: [admin@outwoodsedge.leics.sch.uk](mailto:admin@outwoodsedge.leics.sch.uk)**