Job application form

We are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).**

This form is also available printed on request.

1. **Vacancy Details** **This section must be completed**

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| Job title:  |  |
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| **2. Personal Details**  |
|  First name(s): |  | Last name: |  | Title: e.g. (Mr,Mrs,Ms):  |  |
|  Former name(s): |  | Date of Birth:  |  |
|  Address: |  |
|   | Postcode: |  |
|  Daytime tel no: |  | Evening tel no:  |  |
|  Mobile tel no: |  | Email: |  |
| Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter: | Yes No  |
| National Insurance Number, if you have one \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Do you have the Right to Work in the UK? Yes No Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act. |
| Current driving licence (if this is a requirement of this job):  | Yes No  |
| If YES, type of licence |  |  |
| **3. General Information** | **4. Arrangements for interview** |
| 1. Are you related to a Governor or employee of

Greenholm Primary School? Yes No  | If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes No  |
| If yes, please provide details: |
|  Name: |  |  | If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc).  |
|  Position:  |  |  |
|  Relationship: |  |  |
| **b)** Do you wish to job share the job you are applying for? Yes No  |

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| **5. Education/Qualifications** (including overseas) Please start with secondary education. |
| From | To | Secondary School/ | Examinations taken | Results | Date  |
| mth | yr | mth | yr | College/University etc | or to be taken | & grades | gained |
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| **6. Training** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification. |
| Year | Organising body | Course title | Length |
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| Please continue if necessary. |

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| **7. Membership** Please indicate membership of any organisation(s) relevant to this job. |
| Name of organisation | Type of membership | Date of membership |
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| **8. Past Employment & Experience** (if any) include voluntary or other relevant experience. |
| From | To | Employer | Job Title | Reason for change |
| mth | yr | mth | yr |  |  |  |
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| Please continue if necessary. |

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| **9. Present or Most Recent Employment** (if any) |
|  Job title: |  | Employer: |  |
|  Salary: |  |
|  Date Started: |  | Date left (if applicable): |  |
|  Address: |  |
|   | Postcode: |  |
|  Reason(s) for leaving (if applicable): |  |
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| **10. Ill Health Retirement/Dismissal** |
|  Have you ever taken ill health retirement from Birmingham City Council (or subsidiary) or been dismissed for some other reason? Yes No |
|  If yes, please give the date and department: |  |
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| **11. References** Please give details of two referees one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references. |
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| Name: |  |
|  Address: |  |
|   | Postcode: |  |
|  Tel no: |  | Email: |  |
|  Job title: |  | Relationship to you: |  |
|  If this referee knows you by another name please give that name: |  |
|  |
| Name: |  |
| Address:  |  |
|  | Postcode: |  |
| Tel no: |  | Email: |  |
| Job title: |  | Relationship to you: |  |
|  If this referee knows you by another name please give that name: |  |
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| **12. Other information in Support of your Application** |
| In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification. **It is important that you refer to the ‘Guidance Notes’ when completing this section.** |

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Please continue separately if necessary.

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| **13. Data Protection Act 1998 - Consent and Certification of Details** |
| The information detailed in this application form may be used by Greenholm Primary School in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:* Survey and research organisations (for monitoring purposes only).
* Local Government Authorities
* Central Government Authorities
* Organisations that handle or investigate the proper use of public funds
* Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointment to the job.**Disclosure**The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023) 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.Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)? If you do have any convictions or cautions; you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to etermine if you should declare them or if they are now ‘protected’ and no longer require disclosure.**Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**  Having a criminal conviction will not necessarily bar you from employment.If you are short-listed for this position, you will be required to disclose this information on a self-declaration form.I, (print name):  |
| Consent to Greenholm Primary School recording and processing the information detailed in this application form. I understand that this information may be used by the School in pursuance of its business purposes and my consent is conditional upon the School complying with their obligations under the General Data Protection Regulations.I also confirm that the information contained in this application form is correct.Signature: Date:  |
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| **Application forms not fully completed may be refused.** |

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| **Return Address:** **recruitment@grnholm.bham.sch.uk**orApplications TeamGreenholm Primary SchoolGreat BarrBirminghamB448Hs |

**Equal Opportunities Monitoring Form**

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| **Name:****Job title:****Date of application:** |

All applicants are asked to complete this sheet to enable us to monitor equal opportunities in our recruitment process in accordance with the School’s Equal Opportunities Policy. Please help us by completing the appropriate sections. Any information given will not identify individuals, but will only be used to measure how we are progressing. The sheet will be separated from your application form immediately upon receipt and will form no part of the selection process*.*

**1. Ethnic origin:**

Choose one section from A to E then tick the appropriate box to indicate your cultural background. These categories are based on the 2001 Census.

**A White**

□ British □ Albanian/Kosovan □ Bosnian

□ Irish □ Roma

Any other white background please write in

**B Mixed**

□ White and Black Caribbean □ White and Black African

□ White and Asian □ Asian and Black

Any other mixed background please write in

**C Asian or Asian British**

□ Indian □ Pakistani □ Bangladeshi □ Kashmiri

Any other Asian background please write in

**D Black or Black British**

□ Caribbean □ African

Any other Black background please write in

**E Chinese or other ethnic group**

□ Chinese □ Vietnamese □ Arab □ Afghan □ Kurdish

Any other please write in

**2. Gender**

I am: □ Female □ Male □ Non Binary

**3. Date of birth:**  Age:

**4. Disability:**

Disability is a "protected characteristic" under the Equality Act 2010. A person has a disability if he/she "has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you have a disability as defined above? □ Yes □ No

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here: □

**5. Sexual Orientation:**

Do you identify yourself as:

□ Straight/ Heterosexual □ Gay man or woman/ Homosexual

□ Bisexual □ Transgender

□ Prefer not to say

**6. Job advertisement:**

Are you currently unemployed? □ Yes □ No

How did you hear about this vacancy?

□ School newsletter

□ Word of mouth

□ Newspaper advertisement - please state which newspaper

□ School website

□ TES website

□ Other – please specify

An online search will also be carried out as part of due diligence on all short-listed candidates.

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

**Updated: 092010**