Please complete this form in black ink so we can obtain clear photocopies. If you are word processing your form the font size should be a minimum of 12 point. We **do not** accept CVs.

*Step by Step School is an****equal opportunity employer****. All applicants will be considered for****employment****without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

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| **1. Job Details** | | | |
| Application for the post of: | | | |
| Where did you see the post advertised? | | | |
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| **2. Personal Details** | | | |
| Family Name/Surname:  Known by any other name: | First Name(s): | | Title *optional* |
| Address: | Postcode: | | Date of Birth: *optional* |
| Contact number: | | Email address: | | |
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| Equality Act (2010) – Disability | | | |
| The Equality Act states that “a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months.   1. Do you consider yourself to have any disabilities? **Yes No**   Please state any arrangements you would like us to make to assist you if you are called for interview: | | | |
| Notice period for current employer | | | |
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| 3. Education and Qualifications | | |
| Secondary School: | From: | To: |
| GSCE passes: | | |
| Further Education (college) | From: | To: |
| Qualifications gained: |  |  |
| University: | From: | To: |
| Degree/Subject: | Class/Division: | |

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| 4. Employment History starting with present employer | | | | |
| Please list the most recent experience first and indicate the fraction of full-time where any post was part-time. Please include any jobs you have held outside of the UK. | | | | |
| Name of Organisation | Position Held  (Full/Part Time) | Salary | Period of Service  From M/Y To M/Y | Reason for leaving |
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| 5. References | | | |
| Step By Step School require two professional references.  First Reference – must be your present employer or most recent employer  Second Reference – where possible, must be an employer where you have been working with children or vulnerable adults, or your second most recent employer.  We are unable to accept personal character references or open references.  Please give the name, email address and contact number of two employers who can provide us with an assessment of your suitability for this post. If you are at college or have recently left, please give the name of your teacher or lecturer.  References will be taken up at the shortlisting stage. Please put an ‘X’ in the box if you do not wish us to contact either referee before informing you. Referees will always be asked about your suitability to work with children and adults. It is vital that you provide all three contact details for your referees. | | | |
| First Reference | | Second Reference | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Work relationship: | | Work relationship: | |
| Tel: | Postcode: | Tel: | Postcode: |
| Email address: | | Email address: | |
| **A job offer will not be made without two satisfactory references.** | | | |

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| **6. Skills, Abilities, Knowledge and Experience (Supporting Statement)** |
| When completing this section, which is the most important part of the form as it tells us about your knowledge, skills, abilities and experience, use the criteria listed in the person specification/job description as headings for your responses. Describe how these relate to the criteria by giving clear examples. Please do not repeat what the person specification states. For example, if it asks for ‘ability to’ or ‘experience of’’ give examples by referring to your professional/ academic/ personal life or voluntary work. If you do not make this clear in your application form, it is **unlikely** that you will be shortlisted for interview.  Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life or hobbies etc.  Use extra sheets if you need to and make sure they are clearly marked with your name, the job title and the job reference number. |

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| **7. Further Information** |
| **i. Authorisation to Work in the UK & Points-Based System** |
| To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. You will be required to provide evidence, prior to appointment, of a National Insurance Number, passport or other documentation on the approved list to ensure the Immigration Act is being complied with.  Are you able to provide evidence of your right to work in the UK? **Yes No**  Do you require a work permit? **Yes No** |
| **ii. Criminal Record Declaration** |
| If you are successfully shortlisted for an interview you will be required to complete a Criminal Record Declaration form that will be sent to you via our HR department. For further information and to view a list of specified offences or for more information please visit <http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>  It is an offence to apply for this post if the applicant is barred from engaging in regulated activity relevant to children.  Should you be asked to interview, we will carry out an online search as part of our Safer Recruitment checks and in line with Keeping Children Safe in Education 2023.  Our Child Protection policy can be found on our website: <https://stepbystepschool.org.uk/policies>  Our Policy on employing Ex-Offenders can be found in our safer recruitment policy: <https://stepbystepschool.org.uk/policies> |
| **iii. Disciplinary Record** |
| Are you (or have you ever been) dismissed for gross misconduct/misconduct from employment involving access to young people or resigned in the face of such allegations? **Yes No**  If Yes, give details: |
| Are you (or have you ever been) dismissed from a teaching post for alleged incompetence or resigned in the face of such allegations? **Yes No**  If Yes, give details: |
| Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this application? **Yes No**  If Yes, give details: |
| We are based in a semi-rural location which is not serviced by regular public transport.  Are you able to commute to work via your own transport? **Yes**  **No** |

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| **Declaration** |
| The school is a data controller for the purposes of the Data Protection Act 2018 and will comply with the employment practices data protection code. You can find our privacy notices for applications on our website  <https://stepbystepschool.org.uk/gdpr/>  Online searches will be carried out for all candidates that are invited to interview  Application forms for unsuccessful candidates are retained by the School and will be destroyed 6 months after the appointment date.  **Declaration:**  I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal.  Signed: Date: |

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| **What to do Next?** |
| Please return your application form by the specified closing date to: **ceastwood@stepbystepschool.org.uk** |

Step by Step school is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment.