Pheasey Park Farm Primary School & Children’s Centre

**Job Application Form**

**Application No** (for office use only)

|  |  |  |
| --- | --- | --- |
| Job applied for: |  | **Please return application form to:** |
| Reference Number: |  | Pheasey Park Farm Primary School |
| Closing date: |  | Wimperis Way, Great Barr, Birmingham B43 7DH |

# Please note that applications will only be accepted before 4pm on the closing date.

|  |  |
| --- | --- |
| Surname: | Preferred Title: |
| First name(s): | National Insurance Number: |
| Address: | Home Tel No: |
|  | Work Tel No: |
| Post Code: | Mobile Tel No: |
|  | Email address: |

|  |  |
| --- | --- |
| **Present/Most Recent Employer** | |
| Job title: | Date appointed: |
| Employer: | Salary range: |
| Address: | Present Salary: |
|  | Notice period/date of leaving: |
|  |  |
| Post Code: | Reason for leaving: |

**Describe the main activities of your present/most recent job:**

(further details can be provided in your supporting information)

**Present Employment** (most recent first)

|  |  |  |
| --- | --- | --- |
| Actual dates  From To | Employers name and address | Position held and reason for leaving |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Educational/Professional/Vocational Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications  e.g GCSE; A Level; NVQs;  Degree; Professional qualifications | Subjects | Grade | Date gained |
|  |  |  |  |
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**Membership of Professional Institutions**

(state level and date of Membership and whether gained by examination)

**Job Related Training** (give details of any training courses attended)

# Candidates with disabilities

Pheasey Park Farm Primary School and Children’s Centre will guarantee an interview for any disabled candidate who meets the criteria for the job. In order to help us fulfil this commitment, if you have a disability please tick

Please tell us about any specific requirements or equipment which may assist you during the interview/selection process:

Whilst we would encourage you to complete this section in order that we can meet any specific requirements you may have, completion is optional.

# Additional Information

Are you related to any Governors or existing employees of Pheasey Park Farm Primary School or Children’s Centre? Yes No

Details of the relationships which you are requested to disclose include:-

Partners, co-habitees, ‘step’ relationships and friends. This is not an exhaustive list and is intended for guidance purposes only and there may be other relationships you wish to disclose.

# Permission to work in the UK

Employers need to know if it is legal for you to work in the UK. You will need to show proof of your right to work.

Do you need permission to work in the UK? Yes No

For more information on working in the UK, please see the schools Asylum & Immigration guidelines.

**Referees** (please provide two referees)

|  |  |  |
| --- | --- | --- |
| Present employer | tick box if you require no contact | Previous employer |
|  | prior to interview |
| **1**. Name: | | **2**. Name; |
| Occupation: | | Occupation; |
| Address: | | Address: |
|  | |  |
|  | |  |
| Post Code: | | Post Code: |
| Telephone no: | | Telephone no: |
| Email address: | | Email address: |
| *Please note that one of the referees must be your present/most recent employer* | | |

# Other information

Do you hold a current driving licence? Yes No If yes, please specify type:

**Supporting information**

Using the job description and employees personal specification as a guide give examples of your abilities and experience gained in paid or voluntary work or leisure activities, which will enable you to carry out the main activities of this job.

# Declaration

Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job without notice. I confirm that the information contained in this application form is correct and that I have not omitted any relevant details.

Shortlisted applications from electronic application forms will be required to sign their form prior to the start of an interview.

Signed: ………………………………………………………………… Date: (dd/mm/yyyy)

# Equal Opportunities

**Reference number: Office use only**

Pheasey Park Farm Primary School and Children’s Centre is committed to working towards equal opportunity in employment.

In order to monitor the progress of our recruitment and selection practices we need from you the personal details asked for on this page.

This personal information will be kept securely and not made available to anyone before or during shortlisting to ensure that only your abilities, experience and qualifications are considered.

You must use this application form. A Curriculum Vitae will not be accepted, however, if you have a disability that means you cannot easily complete an application form then we will accept your application in some other suitable medium i.e. on audio tape.

Please tick:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sex:** | Female | Male |  | **Date of Birth:** | | dd/mm/yyyy | |
| **Age:** | 16-18 | 19-25 | 26-35 | | 36-45 | 46-55 | 56-65 |

**How would you describe your ethnic origin?**

**White**

British

Irish

Other White

**Asian or**

**Asian British**

Indian

Pakistani Bangladeshi Other Asian

**Mixed**

White & Black

Caribbean White & Black African

White & Asian Other Mixed

**Black or**

**Black British**

Black Caribbean

Black African Other Black

**Chinese or**

**Other Ethnic Group**

Chinese

Other Ethnic Group

**What is your**

**sexual**

**or entation?**

Bi-sexual

Gay man Gay woman/ Lesbian

Heterosexual/ straight Prefer not to say

**How would you**

**describe your religion/belief?**

Christian

Buddhist

Hindu Jewish Muslim

Sikh

Other religion No religion

Prefer not to say

Under the Equality Act 2010 a person has a disability if they have a physical or mental impairment, which has a

substantial and long term effect (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect the person’s ability to carry out normal day-to-day activities.

Do you have such a disability? Yes

No

How did you request this form:

Internet

SMS

Telephone

Other

If other, please specify

# Data Protection Act 1998/Fair Processing Notice

The information contained in this application form will be used to monitor the effectiveness of Pheasey Park Farm Primary School and Children’s Centre’s policies and procedures, 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.

This school is under a duty to protect the public funds it administers and to this end will use the information you have provided on this form for the prevention and detection of fraud and for updating the school’s systems and records. We may also share the details with other service providers and other bodies responsible for auditing or administering public funds for these and other lawful purposes.

Application forms of unsuccessful candidates will be destroyed after 12 months from the date the post was appointed to.

# Criminal Disclosure & Rehabilitation of Offenders Act Exceptions Order 2001

Where the post you are applying for requires a criminal record check (disclosure) prior to appointment, you are required to declare both ‘spent’ and ‘unspent’ convictions and will be questioned on this at interview.

Do you have any convictions? Yes No

If yes, specify type

In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability.

# Please remember to:

1. Check that you have completed all of the pages in the application form.
2. Sign the declaration. Shortlisted applicants from electronic application forms will be required to sign this application form prior to the start of an interview.
3. Return the form on or before the closing date to:

**Pheasey Park Farm Primary School and Children’s Centre, Wimperis Way, Great Barr, Birmingham B43 7DH** or email [pa@pheaseyparkfarm.walsall.sch.uk](mailto:scampkin@pheaseyparkfarm.walsall.sch.uk)

# Note for applicants

Acknowledgement of applications:

When you have completed your application form and emailed it to [**pa@pheaseyparkfarm.walsall.sch.uk**](mailto:scampkin@pheaseyparkfarm.walsall.sch.uk) you will receive an acknowledgement from us informing you that your application form has arrived safely. If you do not receive such an acknowledgement within 2-3 days, please contact us on 0121 366 6183. Pheasey Park Farm Primary School and Children’s Centre cannot be held responsible for application forms sent via email that do not arrive or arrive after the vacancy closing date. If you post this application form to us it will only be acknowledged if you enclose with it a stamped addressed envelope.