

**Campion School**

**Application Form – Guidance Notes**

This form should be used to apply for a job and should be accompanied by an Equality Details Forms. Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept curriculum Vitaes (CVs) alone.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria / competencies needed to do the job. When completing the application, you should provide your entire work history, including a description of any gaps in this history. In addition, you should outline all the skills, qualifications and awards you have.

Equal Opportunities

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

Application Questions

This is the most significant element of the application form as it is where you have the opportunity to explain why you are suitable for the vacancy. To give yourself the best opportunity of being short-listed, you should look at the criteria / competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career to show how you can demonstrate these.

Confirming the Outcome of an Application

Due to the high number of applications that we usually receive, it is not possible to respond to each one individually. You should assume that you have been unsuccessful if you have not heard from us within four weeks of the closing date. We know this is not ideal, but hope that you understand why we do this. If you are successful, we will contact you to confirm the arrangements for the next stage of the recruitment process.

Pre-employment Checks

Campion is committed to safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, if you are offered a post the offer will be conditional on a variety of satisfactory safeguarding checks including a DBS disclosure and two references.

* Please submit this form to the address / email address given on the advertisement
* If posting the application please ensure that the correct postage is paid (we have received applications too late to be considered due to insufficient postage being applied)
* If you have any queries, please contact Amanda Scott, HR Officer, on 01926 743236 or head@campion.warwickshire.sch.uk



**Campion School - Application Form**

**PLEASE NOTE:** This form contains important information that will be used to assess your application for the role and then to confirm your employment and personal details. Please ensure it is completed accurately, and that you have demonstrated clearly how you meet the requirements of the role. The form is available in other formats on request and MUST be submitted prior to the closing date of the position being applied for.

**Vacancy**

|  |  |
| --- | --- |
| **Position Title** |  |

**Your Details**

|  |  |
| --- | --- |
| **Forename(s)** |  |
| **Surname(s)** |  | **Title (e.g. Mr, Mrs)** |  |
| **Preferred Name (if applicable)** |  |
| **Previous Surname (if applicable)** |  |
| **Employee Number (if applicable)** |  |
| **National Insurance Number** |  |
| **Teaching Staff Only - Teacher Reference Number (TFN/DFES):** |  |

**Contact Details**

Please provide your full contact details

|  |  |
| --- | --- |
| **Address** |  |
| **County** |  | **Postcode** |  |
| **Home Tel Number** |  | **Mobile Number** |  |
| **E-mail Address\* (may be used in future correspondence)** |  |
| **If you wish to provide a second address, please do so on a separate sheet and provide an explanation e.g. term-time only. Tick here if you are attaching a separate address sheet :** |

**Employment History**

Please provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps in your employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date From** | **Date To** | **Employer’s Name and Address** | **Job Title & Main Duties (please state Full or Part Time)** | **Reason for Leaving** |
|  |  |  |  |  |
| If required, please continue on a separate sheet and tick here to show that you have done so:  |

**Education and Qualifications**

Please provide details of your education and qualifications, starting with your most recent and working back. Please account for any gaps in your education.

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses Attended / Qualification / Subjects** | **Grade / Level** | **School, College or University Attended** | **Year Completed** |
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|  |  |  |  |
| If required, please continue on a separate sheet and tick here to show that you have done so:  |

**Training and Skills**

Please provide details of any courses or training that you have undertaken that are relevant to the post being applied for, starting with your most recent and working back.

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Result** | **Year Completed** |
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| If required, continue on a separate sheet and tick her to confirm that you have done so:  |

**Application Questions**

In this section you must ensure that you demonstrate how you meet each of the criteria set out in the person specification of the post you are applying for, including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary / community work.

You may find it helpful to address each of the criteria in turn.

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| If required, continue on a separate sheet and tick her to confirm that you have done so:  |

**Reference Details**

Please give details of two referees, one of which must be your current or most recent employer.

References will be sought prior to interview and will not be accepted from relatives or friends.

No appointment will be confirmed without first receiving suitable safeguarding references.

**Referee 1 – Current / Most Recent Employer or Educational Establishment**

|  |  |
| --- | --- |
| **Forename (s)** |  |
| **Surname** |  | **Title (e.g. Mr, Mrs)** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Address** |  |
| **County** |  | **Postcode** |  |
| **Home Tel Number** |  | **Mobile Number** |  |
| **E-Mail Address** |  |
| **Can we seek this reference without further consent from you? Yes No** |

**Referee 2 – Employment, Education or Character**

|  |  |
| --- | --- |
| **Forename (s)** |  |
| **Surname** |  | **Title (e.g. Mr, Mrs)** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Address** |  |
| **County** |  | **Postcode** |  |
| **Home Tel Number** |  | **Mobile Number** |  |
| **E-Mail Address** |  |
| **Can we seek this reference without further consent from you? Yes No** |

**Additional Questions**

|  |  |
| --- | --- |
| **Disability:** We positively encourage applications from disabled people who have the necessary skills and experience for the post. For disabled people who are able to show they met the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require to attend for an interview and/or to help you in this job.Do you consider yourself to be disabled? | Yes No |
| Do you require reasonable adjustments for your interview? If **YES**, please provide details: | YesNo |
| The amendments to the Exceptions Order, 1975, (2013, 2020) provide that certain spent convictions and cautions ae ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria and on the filtering of these cautions and convictions can found on the Ministry of Justice website. If you are selected for interview you will be required to complete a form to enable you to disclose any prior convictions. |
| (Teaching positions only) Are you subject to a prohibition order/interim prohibition order issued by the Secretary of State that would prevent you from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children’s homes in England? If **YES**, please provide details. You may provide this information separately. |  YesNo |
| **Outside Organisations:** Please provide details of any memberships you have with any organisation that may be relevant to the job you are applying for. You may provide this information separately |
| Are you related, or have a pesonal relationsip with a Councillor, governor or Employee of the School or Warwickshire county council? Failure to make proper disclosure shall disqualify you for the appointment and, if appointed, shall render you liable to dismissal without notice. If **YES**, please provide details.  |  Yes No |
| **All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and crtieria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website/DBS Unlock. If you are asked to complete a Self-Disclosure Form alongside your application form, this will be removed for shortlisting purposes and will be accessed by the Interview Panel if you are to be invited for interview. 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.** |

**Declaration**

\*A signature is not required if this form is emailed from your given email address

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| With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes only. I understand that any offer of employment is subject to the relevant pre-employment checks including, but not limited to satisfactory a) Verification of identify, b) References, c) DBS Certificate and check of the barred list/s (if applicable), d) Medical Clearance, e) Proof of eligibility to work in the UK, f) Proof of qualifications and registrations. I declare that all the statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.  |
| **Signature:** |  | **Date:** |  |