



Idsall School

Coppice Green Lane, Shifnal Shropshire TF11 8PD

An Academy Trust

Application Form

Post for which applying:

Closing Date:

Please return this form to Michelle Johnston jobs@idsall.shropshire.sch.uk or to Idsall School, Coppice Green Lane, Shifnal, Shropshire TF11 8PD

1. Personal Details

Title:	Last Name:	First Name(s):

Address:	Contact Details:
	Home: Work: Mobile: Email:

NI Number:	DfES No:

2. Qualifications

Date	Institution	Grade

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Current Employment

Job Title:	Employer's Name, Address and Tel No:	Date Commenced:

Pay Level (UPR or Leadership Spine Point)	Other Pay:	Notice Period:

Outline of Duties and Responsibilities:

3. Previous Employment

Please list all of your previous jobs, including any with your present employer. Start with the most recent. References may be sought from your previous employers.

Job Title	Employer's Name & Address Brief outline of duties and reason for leaving	Start Date:	Leaving Date:

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4. Breaks in Employment History Since Leaving School

This should include all reasons, such as voluntary work, unemployment, domestic reasons, prison, custody etc.

From:	To:	Reason

5. Membership of Professional Bodies

Please state whether by election, exemption or examination

Date:	Professional Body	Membership No:	Grade/Level

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6. Further Details

Please provide evidence of how your experience, skills and abilities are relevant to the requirements of the post as set out in the Job Description/ person specification

Further Details :

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7. Personal Qualities & Attributes

Why do you want to work at Idsall School

8. Disciplinary Matters

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? Please include any investigations or actions taken by your professional body. Both spent and unspent matters needs to be disclosed: Yes/No

Disciplinary Details:

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9. Criminal Convictions/Cautions/Disqualified Persons/Investigations

Idsall School regards as paramount the welfare and safety of vulnerable adults and children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of carers or volunteers and standards of external contractors. **This position is exempt under the Rehabilitation of Offenders Act 1974.** It is within this context, and the following guidelines, that decisions will be made in relation to applicants who have any form of criminal conviction or who are included in either the Protection of Children Act List or the Protection of Vulnerable Adults List. To assist with the implementation of this policy, all applicants are asked to complete the following questionnaire and provide written consent for checks to be completed.

Have you ever pleaded guilty, been convicted or cautioned by a police officer for any criminal offence?

YES/NO (if the answer is yes please provide details)

Have you ever received a final written warning or been dismissed from your current or any previous employment (other than in a redundancy situation?)

YES/NO (if the answer is yes please provide details)

Has your name been added to either the Protection of Children Act List, the DfES List 99 or the Protection of Vulnerable Adults List?

YES/NO (if the answer is yes please provide details)

Have you ever been subject to any legal proceedings involving any social services authority or the equivalent, here or abroad, that has resulted in the removal of children or vulnerable adults from your care, or the imposition of a statutory supervision order?

YES/NO (if the answer is yes please provide details)

Have you or any person with whom you reside with ever been refused registration or cancelled from an official register of child minders, day care providers, private fostering, registered care home or children's home?

YES/NO (if the answer is yes please provide details)

Applicants are reminded that knowingly withholding this information, or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment. Applicants should note that it is a criminal offense to knowingly apply for, offer to do, accept or do any work with children when prevented either by:

- Reason of disqualification order under the Criminal Justice and Court Services act 2000.
- Reason of inclusion in one of the Lists held by the Department of Health under the Protection of Children Act 1989 or the DfES under the Education Reform Act 1988.

I hereby give consent to Idsall School to complete such checks as are necessary with records held by the Local Authority and/or other agencies in order to verify the information provided above.

I further understand and agree that if, for whatever reason, my application is either refused or withdrawn, but information is revealed which leads Idsall School to conclude that I may pose a risk to children and/or vulnerable adults, it will keep this information for an appropriate period.

I understand that Idsall School will not reveal this information to any other organisation or individual outside the school, unless it is asked a direct question about me or circumstances suggest that the protection of a child or children or vulnerable adult require immediate disclosure. I understand that, if practicable, I will be alerted to such possible disclosure and be invited to comment.

Name:

Position Applied for:

Signed:

Date:

This post is exempt under the Rehabilitation of Offenders Act and a DBS will be required from the successful applicant. Convictions or other disclosures will not be necessarily a bar to obtaining a position within Idsall School.

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10. References

- Please give details of two referees whom we may ask about your suitability for the job.
- Please give referee details from two employers, the first of which must be your current employer.
- You should not name a relative as a referee.
- References will usually only be taken up if you are selected for interview.
- Any offers of appointment will not be confirmed until we have received a satisfactory reference from your present or most recent employer.

Reference 1:	Reference 2:
Name:	Name:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Occupation:	Occupation
Working relationship with Candidate:	Working relationship with Candidate:

May we contact these referees without asking you? YES/NO

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11. Your Signature

I certify that, to the best of my knowledge, the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

Signature of Applicant:

Date:

12. Equal Opportunities Policy

Please refer to our website, under the job vacancy section.

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