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**MAYFIELD GRAMMAR SCHOOL, GRAVESEND**

**Application for Employment**

**Please complete using black ink or type.**

|  |  |
| --- | --- |
| **Job Applied for:** |  |
|  |  |
| **Reference No.:** |  |
|  |  |
| **Closing Date:** |  |
|  |  |
|  |  |
|  |  |
| **Title and Last Name/Family Name:** |  |
|  |  |
| **Previous Last Name:** |  |

|  |  |
| --- | --- |
| **First Name:** |  |
|  |  |
| **Where did you see this post advertised?** |  |

**Please ensure you complete the Equalities Monitoring form.**

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**SOME GUIDELINES TO HELP YOU…**

We encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. **Please carefully read the job description and person specification before completing this form**

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

**General Information About You**

|  |  |
| --- | --- |
| Home Address | Address for communications (if different) |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No. Home: |  | Alternative Telephone No: |  |

May we contact you here? Yes No May we contact you here? Yes No

|  |
| --- |
| Email Address: |

Do you have a current UK driving licence (if applicable)? Yes No

Do you have any current endorsements? Yes No

If yes, please give brief details

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If you are successful, when could you start this job?

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| --- |
| **Employment** |

**Present or most recent employment details.**

Name and Address of Employer:

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Salary: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date started: |  | Date of leaving: (if applicable) |  |

Main duties and responsibilities: Please use a separate page if necessary

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| **Qualifications Achieved from Secondary, Higher and/or Further Education** |

|  |  |  |
| --- | --- | --- |
| School/College/University attended | Qualifications(include GCSE/O levels, A levels or equivalent, NVQ’s, work based courses and any further education) | Grade & Year taken(if any) |
|  |  |  |

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| **Previous Employment:** |

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

|  |  |  |
| --- | --- | --- |
| Name and full address of Employer | Dates | Job Held |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Please complete if Applicable in box** | **Number** | **Date Issued** |
| **GSCC- Social Worker Registration** |  |  |
| **Nursing & Midwifery Council PIN** |  |  |
| **Occupational Therapy Registration** |  |  |

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| --- |
| **Membership of Professional Organisations and Institutions** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date achieved | Membership status | By examination(Yes/No) |
|  |  |  |  |

|  |
| --- |
| **Other Skills and Interests – including languages (spoken/written), computers, etc.** |

(Please include details of any public duties, community or voluntary work experience)

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**Are you in good health?**

Please give details

**Work Permit**

Do you need a work permit to be employed in the UK? Yes No

|  |
| --- |
| **National Insurance Number** |

(You can obtain this information from the Department of Social Security)

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If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

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| **Referees** |

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

**Reference 1 Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |  | Name:  |  |
| Relationship to you |  | Relationship to you: |  |
| Address:Email Address: |  | Address:Email address: |  |
| Tel. No: |  | Tel. No: |  |
| May we contact prior to interview? Yes No  | May we contact prior to interview? Yes No  |

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| **Criminal Offences** |

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (refer to job documentation), you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Criminal Records Bureau to KCC’s satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Criminal Records Bureau. For all other posts, only unspent cautions or convictions need to be disclosed.

Have you ever been cautioned, convicted or received a Police Reprimand or Warning?

Yes No

If you have answered yes, please provide details in the box below:

Details of any relevant cautions or convictions:

|  |
| --- |
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|  |
| **Reason for Application** |

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

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|  |

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.

 **Protecting your personal information**

Mayfield Grammar School retains on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation.

**CONFIDENTIAL**

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|  | **Equalities Monitoring Form** |  |
|  **Mayfield Grammar School is committed to having a workforce that reflects the diverse make-up of the community of Kent. To help us monitor and achieve this objective, job applicants and through periodic requests, current staff, are asked to provide specific information so that we have an accurate picture of our workforce and can check that our employment practices do not unlawfully discriminate. The information you give is confidentially managed and does not affect your job application. The Monitoring Form is removed prior to shortlisting and is not seen by recruiting managers. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.**  | **ETHNIC ORIGIN**Please tick one box only, indicating the category that best describes your ethnic origin. |
| **ETHNIC GROUP** |
| **White** British Irish |  |
|  Any other White background  (please specify) |  |
|  |  |
| **Mixed** White and Black Caribbean  White and Black African  White and Asian  |  |
|  Any other mixed background  (please specify) |  |
|  |  |
| **Asian or Asian British** Indian Pakistani Bangladeshi |  |
|  Any other Asian background  (please specify) |  |
|  |  |
| **Black or Black British** Caribbean African |  |
|  Any other Black background  (please specify) |  |
|  |  |
| **Chinese**  **Any other Ethnic Group**  |  |
| Please specify |  |
|   | Male Female  |  |
| **Age Range****(Please tick)** | **Up to 19** **20 – 25** **26 – 35** **36 – 45**  | **46 – 55** **56 – 65** **over 65**  |

**Confidential Equalities Monitoring Form**

**Applications from disabled people are welcomed and disabled applicants who meet**

**the minimum criteria are guaranteed an interview. We want to ensure that disabled people**

**are considered on an equal basis by providing appropriate access and equipment. To help**

**us do this, please answer the following questions:**

**Disability** (please tick)

**Do you consider yourself to be disabled?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

**If yes, do you consider yourself to be disabled under the terms of the Disability**

**Discrimination Act?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

The Disability Discrimination Act 2005 defines disability as “a physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.”

Is there anything you would like us to know about your disability to assist you in the recruitment process?

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| --- |
|  |

If you are invited to interview, do you need any of the following (please tick)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | induction loop or other hearing enhancement |  |  | sign language interpreter (please state type) |
|  |  |  |  |  |
|  | Keyboard for written tests |  |  | someone with you at the interview (e.g. advocate or facilitator) |
|  |  |  |  |  |
|  | Assistance in and out of vehicle |  |  | accessible car parking |
|  |  |  |  |  |
|  | Wheelchair access |  |  | accessible toilet |
|  |  |  |  |  |
|  | Other assistance (please specify) |  |

Only necessary information will be given to the recruiting manager after shortlisting, to

allow appropriate adjustments & facilities to be made available within the interview process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is your religion/belief?**  | Buddhist |   | Muslim |  |
| **Buddhist** (please tick) | Christian  |   | Sikh |  |
|  | Hindu |  | Other religion or belief  |  |
|  | Jewish |  | None |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is your sexual orientation?**(please tick) | Heterosexual  |  | Gay/Lesbian |  |
| Bisexual |  |

 **Protecting your personal information**

I understand the personal data provided will be retained on my personal record within a secure personnel system. Access to such data is restricted to personnel staff, in accordance with Data Protection requirements and is used solely to ensure Mayfield Grammar School meets its obligations under equality legislation. Data is not attributed to an individual in any reporting.27/02/07