



JOB APPLICATION FORM

Please complete in type or black ink and refer to guidance notes.

Return completed form to: hr@ibos.education

Confidential

Post Applied for:

Where did you see this post advertised?

PART A PERSONAL DETAILS (use block letters)

Title: First Name:

Last Name:

National Insurance No

Have you ever been known by any other names? Yes/ No

If Yes, please provide full name

and applicable start date and end date

Home contact number: Mobile number:

Email address:

Current address:

Are you applying for this post as a job share? YES NO

Do you require a work permit (please refer to guidance notes)? YES NO

Do you appear on a Barred list prohibiting you from working with Children or vulnerable students? YES NO NOT APPLICABLE

PART B EMPLOYMENT HISTORY, RELEVANT SKILLS & EXPERIENCE

Please tell us about all jobs, both full and part time, you have had since leaving secondary education, including voluntary or unpaid work. Starting with your most recent include details of leaving reasons and periods when you did not work. Continue on a separate sheet if necessary.

Name and address of present or most recent employer:

Job Title:

Start Date:

End Date:

Current Salary:

Reason for Leaving:

Current duties and Responsibilities:

Please provide details of any employment gaps on a Separate sheet of paper.

From: “mm/yy”	To: “mm/yy”	FT/PT	Employer’s name and address	Please provide the below details <ul style="list-style-type: none">• Job title,• brief description of duties,• and reason for leaving.

PART C EDUCATION, QUALIFICATIONS AND TRAINING

Please give details, in chronological order, of secondary schools, colleges, universities attended and any Qualifications obtained (GCSE, BTEC, NVQ, GCE, A-level and above). Continue on a separate sheet if necessary.

Education establishment attended

Date

Examination/Results

Membership of professional bodies (including registration numbers)

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Other training courses attended (including short, in-service training)

Course title, level, results (if appropriate)

Date

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(Teachers only) DfES no:

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I understand that if I am appointed, I may be asked to provide evidence of any academic or professional qualifications listed in the application form.

Signature:

Date:

EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

Please state how your experience, skills, abilities and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid or voluntary work. Please continue/attach a separate sheet if necessary.

PART D REFERENCES

Personal references will not be accepted. All references will be requested prior to interview.

We will approach your last two employers, or your employers for the last five years (whichever is the longer), for references. One of your references must be your present Employer, or your present Head Teacher or Principal of your college if you are seeking a first appointment. Please note that referees in this section should be people able to comment on your professional record and must not be related or be personal references. If you have not been employed, please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

A referee will be approached prior to interviewing the candidate. So you need to be sure that your referees are willing and able to provide a reference. One reference must be your current Headteacher if you are currently employed as a teacher.

Name:	Job title:
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Mobile No:	Work Telephone No:
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Email:

Address:	Postcode:
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Name:	Job title:
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Mobile No:	Work Telephone No:
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Email:

Address:	Postcode:
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PART E RELATIVES/OTHER INTERESTS

Canvassing of School's officers in relation to this appointment will disqualify you.

Are you related to a Governor of the school to which you are applying?

YES

NO

If yes, please give brief details:

If appointed, do you have any business and/or financial interests which might conflict with the duties of this post?

YES

NO

If yes, please give brief details:

Have you left your in the last two years by reason of redundancy?

YES

NO

PART F DISABILITY

Please indicate if you any need particular arrangements at the interview.

PART G CRIMINAL RECORDS DISCLOSURE

1. All applicants

All applicants for posts within the School are required to disclose any unspent convictions.

2. Applicants for posts that in the normal course of the post-holder's duties have access to children, young persons and/or vulnerable adults

All applicants for posts in these categories are required to disclose **all convictions, cautions, reprimands and final warnings, both spent and unspent** as such posts are exempt from the provision of the Rehabilitation of Offenders Act 1974. If you are offered a post in this category, it will be on a conditional basis, subject to a satisfactory Criminal Records Bureau disclosure.

For all applicants, any criminal record information should be disclosed on a separate sheet and attached to your application form in a sealed envelope.

Such information will be treated in the strictest confidence and only appropriate officers involved in your application process will be able to view this information.

Withholding criminal record information may lead to the withdrawal of an offer of employment, or if following appointment, to disciplinary action, which may result in dismissal.

PART H PREVENTION AND DETECTION OF FRAUD

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

PART I DECLARATION

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Signed:

Date:

Diversity and Equality in Employment

IBOS is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Job Application Form upon receipt and will not be considered as part of the short listing or appointment process.

Please select the category that best describes your ethnicity. These categories are taken from the last national Census 2011. *

<input type="checkbox"/>	White; English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/>	Mixed; White and Black Caribbean
<input type="checkbox"/>	White; Irish	<input type="checkbox"/>	Mixed; White and Black African
<input type="checkbox"/>	White; Gypsy or Irish Traveler	<input type="checkbox"/>	Mixed; White and Asian
<input type="checkbox"/>	White; Other White	<input type="checkbox"/>	Mixed; Other Mixed
<input type="checkbox"/>	Indian	<input type="checkbox"/>	Black/African/Caribbean/Black British; African
<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Black/African/Caribbean/Black British; Somalian
<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Black/African/Caribbean/Black British; Caribbean
<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Black/African/Caribbean/Black British; Other Black
<input type="checkbox"/>	Other Asian	<input type="checkbox"/>	Other Ethnic Group; Arab
<input type="checkbox"/>	Other Ethnic Group; Any Other Ethnic Group		

What is your religion or belief? *

<input type="checkbox"/>	Atheist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Jewish
<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Muslim
<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No religion or belief	<input type="checkbox"/>	Other
<input type="checkbox"/>	Prefer not to say				

Please confirm your gender *

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female

Is your present gender the same as the one assigned to you at birth? *

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Prefer not to say		

What is your age range? *

<input type="checkbox"/>	16-24	<input type="checkbox"/>	35-44	<input type="checkbox"/>	55-64
<input type="checkbox"/>	25-34	<input type="checkbox"/>	45-54	<input type="checkbox"/>	65+
<input type="checkbox"/>	Prefer not to say				

What is your sexual orientation? *

<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	Other
<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	Lesbian/Gay Woman		

Disability

The Equalities Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you consider that you are disabled? *

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say
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Safeguarding Positions – Information for Applicants

This position is exempt from the Rehabilitation of offenders Act 1974, which means that all applicants must disclose all criminal convictions irrespective of whether they are spent or not. You must include details of the nature of the offence, the date of the offence and sentence.

Recruitment to this position is being undertaken under the School's Safe Recruitment Policy. To ensure the safety of our students we will take the utmost care throughout this recruitment process to examine, evaluate, and verify all information supplied to us by applicants. Providing false information is an offence and candidates who provide it will not be selected, may be dismissed and/or reported to the police. All successful candidates will be required to undertake an enhanced DBS check.

APPLICATION FORM

Please ensure your application completely covers your experience since leaving secondary education, worklessness and time spent outside the United Kingdom. Please mention the reason for leaving your previous employment and mention if your previous employment was on a full time or part time basis. We will ask for and verify any registration with professional bodies required for the position.

INTERVIEW

At interview you may be asked to elaborate further on any of the information provided on your application form especially time spent outside work, time spent abroad, reasons for leaving previous employment and any apparent discrepancies or gaps not accounted for.

We will ask you questions relating to your motivation for working with children or vulnerable adults, your values and ethics, and your understanding of safeguarding.

PRE EMPLOYMENT CHECKS (REFERENCES, DBS, MEDICAL)

We will approach your last two employers, including your current employer, or your employers for the last five years (whichever is the longer) for references. We may ask for your permission to approach your current employer or any of your previous employers at any time before short-listing takes place. As per the School's safeguarding policy, once you have been invited for an interview the school will contact your referees to obtain references prior to the interview. We will undertake an enhanced DBS check for this position.

We will not let you commence until these checks, along with full medical clearance, are complete. We may also make enquiries to any of your previous employers to clarify or confirm information obtained at interview.

For candidates who have spent significant time outside the UK we will make every effort to validate the information supplied on the application form and will make enquiries with police forces abroad to establish any criminal history.

DECLARATION

I have read and am willing to apply for this position under the process outlined above. I am not disqualified from working with children or vulnerable adults and do not appear on any of the following lists:

- Protection of Children Act (POCA) List
- Protection of Vulnerable Adults (POVA) List
- information that is held under Section 142 of the Education Act 2002

Signed:

Print Name:

Please use this page to provide any additional information