**FSM Job Application Form**

**Post Applied for: Nursery Key Worker (November 2020)**

**Part 1: Personal Details**

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Address: | Telephone No.: |
| Sex: | Date of Birth: |
| Nationality: | Marital Status: |
| Previous Surname (if applicable): | Residential or Non-Residential  (delete as necessary) |
| Vehicle Registration Number: | Full Time, Part Time or Peripatetic (delete as necessary) |
| Vehicle make, model & colour: | DfES Reference Number (Teachers only): |
| National Insurance Number: |  |
| Are you eligible for employment in UK? Please provide details if not eligible: | Are you related to or do you maintain a close relationship with an existing employee, volunteer, or Governor of Forres Sandle Manor School?  If so, please provide details: |

**Section 2 - Education**

Please start with the most recent. If you are invited for interview you will be required to provide evidence of Degree (and class) as well as grades at A-level and/or GCSE equivalent.

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

**Section 3 - Other qualifications, skills and training**

List any courses attended in the past five years which are related to the post you are applying for, or any other qualifications you may have which are relevant.

**Section 4(a) - Current/Most Recent Employment**

Current/Most recent employer:

Job title:

Address:

Date commenced employment:

Date employment ended (unless ongoing):

Brief description of responsibilities:

Current salary and benefit package:

Reason for termination or for seeking other employment:

Please state when you would be available to take up employment if offered the post:

**Section 4(b) - Previous Employment**

Please show previous employment continuously, since completing secondary education.

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

Please explain any gaps in your employment history*:*

**Section 5 – Suitability: skills, experience, and knowledge**

Please give your reasons for applying for this post, why you believe you are suitable for the position, and what you will bring to it.

|  |
| --- |
|  |

**Section 6 - Interests**

Please give details of your interests, hobbies, enthusiasms and, if you wish, travel and leisure preferences.

|  |
| --- |
|  |

**Section 7 - Health**

Forres Sandle Manor School is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following section is to ensure the School complies with its obligations under the Disability Discrimination Act 1995.

Do you consider yourself to be disabled?

If yes, please give further details:

Are there any special arrangements you require to attend or participate in an interview?

If yes, please give details here:

If offered the job (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to put in place to enable you to carry out   
the role?

If yes, please give details:

Please note: In accordance with the guidance published by the DfE, any offer of employment will be conditional upon the school verifying the successful applicant’s fitness for the role.

**Section 8 – Rehabilitation of Offenders act 1974**

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The 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 criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

**Have you ever been convicted by the courts of any criminal offence which is ‘protected’?**

**YES / NO**

If you have answered yes, supply details of all convictions in a sealed envelope marked ‘confidential’ and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

**Section 9 - References**

Please supply the name and contact details of two professional referees (who are nor friends or relatives). At least one referee should be your present or last employer or school.

**Referee 1**

Name:

Organization:

Position Held:

Address:

Work Tel: Mobile Tel:

Email Address:

May we contact prior to interview?

**Referee 2**

Name:

Organization:

Position Held:

Address:

Work Tel: Mobile Tel:

Email Address:

May we contact prior to interview?

**Section 10 - Declaration**

I confirm that the information supplied above is complete and accurate and I understand that any offer of employment is subject to:

* References which are satisfactory to the school
* A satisfactory DBS certificate and check of the Barred list
* The entries on this form proving to be complete and accurate

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Name:

Date:

Please email the signed and completed application form to: bkendall@fsmschool.com

|  |
| --- |
| For school use only: |