

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Course Title:

Brief Summary of course:

Intended Age Group:

Group Size:

Cost per head:

Materials required to run the course (you provide this):

Will you need to use any specialist school equipment/ machinery?

Space requirements:

1. PERSONAL DETAILS

First name/s:	Last name:
Date of birth:	Previous or other name(s):
Address:	Contact telephone numbers:
	Daytime:

5. BRIEF SUPPORTING EXAMPLE

Use an example (Image or words) to **show how your knowledge, skills, understanding and experience make you able to provide something special as a part of The Red House Summer School.**

6. ADDITIONAL INFORMATION

Disability Discrimination Act

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has, 'a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'.

Do you have a disability?

Yes

No

We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. If you require assistance please contact the Appointing Officer or Personnel Adviser or provide details below:

Permit to Work			
In order to prove evidence of your eligibility to work in the UK, as required by the Immigration and Asylum Act, you will be required to provide two of the following documents if you are shortlisted for this post: Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving License. If applicable you will also be required to produce your Work Permit.			
Are you eligible to work in the UK?	Yes	No	
Do you require a Work Permit?	Yes	No	
Affiliations			
A candidate for any appointment with Plymouth School of Creative Arts who knows he or she is related or has a close relationship to any member of the trust, the schools governing body or member of staff of the School is required to disclose that relationship when submitting an application. Please note that soliciting support or information to give an unfair advantage may disqualify your application.			
Are you, your partner or family related, have a close relationship or have any interests (financial, professional or otherwise) that may conflict with your employment? If yes, please provide details below:	Yes	No	

7. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a DBS Disclosure.

Rehabilitation of Offenders Act
This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'.
If there are none please write 'none':
Sanctions

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC).

If there are none please write 'none':

References

Please give details of two referees, one of whom should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. **References are usually taken up before an interview or offer of employment, unless you request otherwise.**

Name:

Name:

Address:

Address:

Tel no:

Tel no:

Email:

Email:

Occupation/Relationship:

Occupation/Relationship:

How long have they known you?

How long have they known you?

I agree to this reference being taken up before an interview or offer of employment is made:

I agree to this reference being taken up before an interview or offer of employment is made:

Yes

No

Yes

No

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references.

If there are none please write 'none':

8. DECLARATION

I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate. I understand that the information on this form may be used for purposes registered by the school under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police.

Signed:

Date:

Where did you see this advertised?

DATA PROTECTION ACT 1998. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE SCHOOL UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE SCHOOL. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

FOR OFFICE USE ONLY			
Application received:	/ / 20	Application acknowledged:	/ / 20
Shortlisting			
Interview date:	/ / 20		
Shortlisted - Notified of interview date:	/ / 20	Not shortlisted - Informed of decision:	/ / 20
Selection			
Yes: offered employment:	/ / 20	No: Informed of decision:	/ / 20
Employment checks			
Evidence of qualifications received:	/ / 20	Evidence of eligibility to work in the UK received:	/ / 20
References requested:	/ / 20	References received:	/ / 20
References satisfactory?	Y / N		
DBS check sent:	/ / 20	DBS check received:	/ / 20
DBS check satisfactory?	Y / N		
Medical check sent:	/ / 20	Medical check received:	/ / 20
Medical check satisfactory?	Y / N		
Appointment			

Start date:

/ / 20

Statement of
Particulars sent:

/ / 20