

# Application Form

## ABOUT THE JOB

Position applied for:

Job reference number:

### Please note:

- This form should be filled out in black ink or type
- Additional sheets may be attached wherever necessary
- Everything written in this form should be true and accurate
- Once complete please return to [hr@schoolofcreativearts.co.uk](mailto:hr@schoolofcreativearts.co.uk) or return to, School of Creative Arts, 22 Millbay road, Millbay, Plymouth, PL1 3EG

## Creating Individuals, Making Futures

PERSONAL DETAILS	
Title (Mr, Mrs, Miss etc.):	Address:
First Name(s):	
Surname / Family Name:	
Tel No:	Post Code:
Mobile No:	Email Address:
National Insurance Number:	
Are you registered with the GTC?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you registered by the DFES as a Qualified Teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/> DFES Ref No: _____
EMERGENCY CONTACT DETAILS	
1 <sup>st</sup> Contact Name:	Address:
Relationship to you:	
Tel No:	

## Creating Individuals, Making Futures

Mobile No:	Post Code:	
2 <sup>nd</sup> Emergency Contact Name:	Address:	
Relationship to you:		
Tel No:		
Mobile No:	Post Code:	
<b>CURRENT OR MOST RECENT EMPLOYMENT</b>		
School and LEA (if applicable):	Age Range and number on roll:	
Job Title:		
Subject and areas taught and any responsibilities:		
Dates From / to :		
Salary Spine point:		
Salary Amount:		
TLRs:	2/1*	Amount £:
SEN:	1/2*	Amount £:

## Creating Individuals, Making Futures

Recruitment & Retention payment:	Amount:	£	
Salary Safeguarding:	Amount:	£	
Reason for leaving :			
(*delete as appropriate)			
NB. If you have more than one current employer please provide the same information for each job, If necessary on a separate sheet.			
<b>EMPLOYMENT HISTORY- Please start with most recent, including any unpaid or Voluntary work, continue on a separate sheet if necessary.</b>			
<b>Job Title including, if applicable, subject and areas taught and any responsibilities</b>	<b>Employer/School and LA (if applicable) Including age range and number on roll</b>	<b>Dates From-To (Month &amp; Year)</b>	<b>Reason For leaving</b>

## Creating Individuals, Making Futures

<b>EDUCATION, TRAINING AND DEVELOPMENT-</b>			
Secondary School/College/University including current studies, with the most recent first.			
We will require sight of original certificates relating to academic qualifications. We reserve the right to contact employers or educational establishments to verify details given.			
<b>Name Of Institution</b>	<b>Dates From-To (Month &amp; Year)</b>	<b>Courses/Subjects taken</b>	<b>Qualifications/ Grades</b>

Plymouth School of Creative Arts

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<b>Details (including dates) of any recent relevant professional development (non- award bearing)</b>			

**Professional membership-** include name of professional body and grade of membership

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**Please give details and an explanation of any gaps in your employment/training history:**

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**FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please describe below how your skills, experience and personal qualities relate to the job requirements, as outlined in the job description and person specification. You are welcome to include examples of voluntary work, family experiences or interests that you feel support this. We expect all staff to show diverse leadership qualities. Please can you highlight what further possibilities you would bring to an all-through school.

**Please continue on a separate sheet if necessary. Do not attach a CV. (Maximum 4 sides of A4)**

**REFERENCES**

Please supply two employment referees (outside School of creative Arts) - one of which must be your current employer. If you are not currently employed, one of these must be your most recent employer.

Name:	Name:
Organisation:	Organisation:
Position Held:	Position Held:
Address:	Address:



## Creating Individuals, Making Futures

Post code:	Post code:
Telephone No:	Telephone No:
E-mail:	Email:
In what capacity have you known this person?	In what capacity have you known this person?

References will only be taken up with your employer with your prior consent.

**I give consent for references to be taken:** YES [ ] / NO [ ]

**Have you subscribed to the DBS Update Service?** YES [ ] / NO [ ]

If so, please provide the following information and also sign to give us permission to carry out a status check.

**DBS Certificate Number:**

**Date of DBS Certificate:**

Signed:

Date:

## Creating Individuals, Making Futures

I confirm that to the best of my knowledge the information given by me on this form is true and correct and can be treated as a part of any subsequent contract of employment.

Signed:

Date:

## Monitoring form: private and confidential (data will be anonymised)

**THIS INFORMATION IS FOR MONITORING PURPOSE ONLY AND MUST NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS**

Plymouth School of creative Arts is actively committed to embracing diversity. Part of this involves ensuring that the organisation's recruitment and selection practices are fair, equitable and consistent with the aim of appointing the best person for the job and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential Plymouth School of Creative Arts monitors the effectiveness of its recruitment process. All the information will be anonymised, treated in the strictest confidence and only analysed by the members of the HR . The information will not be made available to the officers involved in the selection process. **If you are happy to consent to us processing your data in this way, please complete the below form:**

Post applied for:

Date of birth:

## Creating Individuals, Making Futures

Where did you find out about this vacancy? (if 'internet' please specify which website):

What is your sex?

What is your age?

How would you describe your ethnic origin?

- a. Asian [ ]
- b. Asian British [ ]
- c. Black [ ]
- d. Black African [ ]
- e. Black Afro-Caribbean [ ]
- f. Black other (*please specify*) [ ]:
- g. Mixed Ethnic Group [ ]
- h. White British [ ]
- i. White Other [ ]
- j. Other Ethnic Group (*please specify*) [ ]:

How would you describe your sexual orientation?

- a. Heterosexual [ ]
- b. Lesbian / Gay [ ]
- c. Bi-sexual [ ]
- d. Other [ ]
- e. Prefer not to answer [ ]

What is your religion or belief?

- a. No Religion or belief [ ]
- b. Buddhist [ ]
- c. Christian [ ]
- d. Hindu [ ]
- e. Jewish [ ]
- f. Muslim [ ]
- g. Prefer not to say [ ]
- h. Other (*please specify*) [ ]:

## Creating Individuals, Making Futures

Are You eligible to work in the UK? YES [ ]/ NO [ ]

Do you need a Work permit YES [ ]/ NO [ ]

Do you consider yourself disabled? YES [ ]/ NO [ ]

If yes, please confirm if you require reasonable adjustments through the applicant and selection process:

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#)?

Yes [ ]/ No [ ]

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

If yes, please specify:

As an organisation working with young people, Plymouth School of creative Arts is exempt from the Rehabilitation of Offenders Act and is entitled to request this information on all cautions, reprimands or final warnings.

