



Application form

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy policy and privacy notice for job applicants.

VACANCY INFORMATION

Application for the post of:

Job ID/reference number:

What date are you available to begin a new post?

Where did you first hear about this job?

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Spaghetti Bridge and their services are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the organisation's privacy notice.

Do you have a DBS certificate?: Yes No Date of check:

If you've lived or worked outside of the UK in the last 5 years, the organisation may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Please refer to our child protection and safeguarding policy on the website of the service that you are applying to for our policy on the employment of ex-offenders.

RIGHT TO WORK IN THE UK

The organisation will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

SIGN AND DATE

Name (please print):

Sign:

Date:

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Please return completed form to the address specified i.e. as per job advert, as per instructions provided by distributing individual.

2. Personal details

PERSONAL DETAILS	
First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	

CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	

DISABILITY AND ACCESSIBILITY
<p>The organisation has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.</p> <p>If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:</p>

RELATIONSHIP TO THE ORGANISATION

Please list any personal relationships that exist between you and any of the following members of the organisation community:

- Employee
- Pupils

If you have a relationship with an employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role within Organisation

3. Employment history

For teaching posts, including teaching assistants:

CURRENT EMPLOYMENT DETAILS

Job title	Employer details (name, address, email and/or telephone)	Dates employed	Age range taught	No. on roll	Perm or temp	Part-time or full-time	Salary (inc. allowances)	Description of responsibilities

For non-teaching roles:

CURRENT EMPLOYMENT DETAILS

Job title	Employer details (name, address, email and/or telephone)	Dates employed	Perm or temp	Part-time or full-time	Salary details	Description of responsibilities

PREVIOUS EMPLOYMENT

Please provide details of all previous employment from the time you left secondary education. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

4. Education and training

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You'll be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades)

TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

Please complete if this section if application is for a teaching post:

TEACHER STATUS

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

SUPPORTING STATEMENT

Please provide detail below of why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please note that it will not be possible to consider your application without a detailed statement outlining your suitability for the role. Please continue on a separate page if necessary.

If the post requires the post-holder to have a valid driving licence, complete this section:

DRIVING LICENCE DETAILS	
Do you have a valid driving licence?	

5. References

In line with statutory expectations please note that references will be applied for prior to interview for all shortlisted candidates.

Please provide details below of two people who are able to comment on your suitability for post, one must be your current or most recent employer. If you've not previously been employed, please provide details of another suitable referee.

It is Spaghetti Bridge policy to reference all relevant settings, this will include all settings where you have worked or volunteered with children or adults at risk. Therefore please ensure that you have provided a full work history within your application.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state: