



Sir Roger Manwood's School

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www.manwoods.co.uk

Application Form

Please complete and return this form addressed
for the attention of Mrs K Robinson, PA to the Headteacher email head@srms.kent.sch.uk.

Please complete using black ink or type.

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.

Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence.

Post Applied for:

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Part 1 - Personal Details

Please complete using black ink or type.

Last Name/Family Name:	
Title:	
Previous Last Name:	
First Name:	

General Information about You

Please provide your addresses for the last five years. Please include the name, address and contact telephone number of landlords and/or lettings agents if any of the addresses are rented accommodation:

Current Home Address:	Previous Address 1:
Landlord/Lettings Agent Contact details if applicable:	Landlord/Lettings Agent Contact details if applicable:
Dates of Residence:	Dates of Residence:
Previous Address 2:	Previous Address 3:
Landlord/Lettings Agent Contact details if applicable:	Landlord/Lettings Agent Contact details if applicable:
Dates of Residence:	Dates of Residence:
Telephone No. Home:	Alternative Telephone No:

Email Address:

General

Pension Scheme Do you contribute to the Local Government Pension Scheme Yes <input type="checkbox"/> No <input type="checkbox"/> If you contribute to another scheme please provide details: If a Teacher, have you elected to pay Superannuation contributions for part-time teaching? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you related to any member of the School Governing Body, Current Employee or Volunteer? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes please provide details):	
Are you aware of any matter, which might call into question your integrity as an employee or bring you/or SRMS into disrepute? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please give brief details:	
Do you have a current UK driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have any current endorsements on your licence? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give brief details:	
How did you become aware of this vacancy? Media: Date: Reference:	
If successful, when could you start?	

Please indicate two people who can provide references – one of whom should be your present/most recent employer. Applicants who are immediate school leavers should include their University/College tutor.

References will be taken up if you are shortlisted as part of the school's Safeguarding and Child Protection process. Neither of your referees should be related to you, including partner or previous partners.

Reference 1	Reference 2
Name: Mr/Mrs/Ms/Miss/Dr	Name: Mr/Mrs/Ms/Miss/Dr
Address:	Address:
Tel no.	Tel no.
Email:	Email:
Occupation:	Occupation:

CONSENT TO SEEK REFERENCES

I consent/do not consent (delete as appropriate) that the school may seek references in advance of interview should I be successfully shortlisted for interview.

I consent/do not consent (delete as appropriate) that the school may seek my references after interview.

Signature:

Date:

Part 2 – Competency

Education and Training

If invited for interview, original documentation of qualifications must be brought with you, along with an original passport.

a) Teacher Training

Name of Teacher Training Institute:		
Dates:	From:	To:
Qualification obtained:		
Subjects – Main and Subsidiary		
Age Range/ Key Stage		
Other special interests:		
QTS Reference Number:		

b) Post-18 Education

Name of Institution	Date Attended	Subjects	Qualification achieved (including class of degree)	Date of Award

c) Secondary Education

Name of School(s) attended and dates:		
GCSE /'O' Levels or equivalent		
Subject	Grade	

'A' Levels or equivalent	
Subject	Grade

d) Membership of Professional Organisations and Institutions

Name	Date achieved	Membership status	By examination (Yes/No)

e) Training and Development

Please give details of relevant courses and training undertaken in the last five years.

Dates and duration	Title of Course/ Training incl. Home Study and Distance Learning	Name of Provider e.g. LEA, College etc.	Qualification obtained (if any)

Employment History

Please give details of all jobs held after the age of 18, including part-time and unpaid work, starting with your current or most recent employer. Any gaps in employment must be explained.

When giving details of school employment please include the age range, approximate school roll number and school type i.e. independent, foundation, academy, voluntary aided or maintained.

(Continue on a separate sheet if necessary giving page number and title heading)

Employer name:
Employer address:
Employer contact details (name and telephone number):
Job Title:
Dates:
Salary upon leaving (and TLR payments):
Full or Part time:
Reason for leaving:

Employer name:
Employer address:
Employer contact details (name and telephone number):
Job Title:
Dates:
Salary upon leaving (and TLR payments):
Full or Part time:
Reason for leaving:
Employer name:
Employer address:
Employer contact details (name and telephone number):
Job Title:
Dates:
Salary upon leaving (and TLR payments):
Full or Part time:
Reason for leaving:

Employer name:
Employer address:
Employer contact details (name and telephone number):
Job Title:
Dates:
Salary upon leaving (and TLR payments):
Full or Part time:
Reason for leaving:

Other Skills and Interests

Please include languages (spoken/written), computer literacy, etc. Please provide details of any community or voluntary work experience.
(Continue on a separate sheet if necessary giving page number and title heading)

Applicant Statement

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post, as set out in the job description and person specification. Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure activities.

(Continue on a separate sheet if necessary giving page number and title heading)

Protection of children

Disclosure of criminal background is required of those with substantial access to children.

*You are required to give details as the post, for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. **A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Disclosure and Barring Service check.***

Have you ever been convicted or cautioned of a criminal offence? Yes No
(If yes please provide details of the Offence, the Sentence and the date)

Financial Information

Please also provide details of any bankruptcy, CCJs or any other financial settlements with creditors, with dates and outcomes:

If a non-UK national: Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

If YES, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? Yes No

Data Protection Statement

"I hereby give my consent for SRMS to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation."

Declaration

I declare that the information I have given in this application is accurate and true. I understand that by omitting any material detail or providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date:

Part 3 – Equal Opportunities Monitoring

Protecting your personal information

The information you have provided will be retained and used by SRMS only for the purposes of monitoring the composition of the workforce and the fair application of policies and procedures.

This section of the application is CONFIDENTIAL and will be detached from your application. It is solely for monitoring purposes.

SRMS recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Ethnic Group

I would describe myself as (please tick one of the boxes below)			
White			
British		<input type="checkbox"/>	
Irish		<input type="checkbox"/>	
Any other White background (please specify)			
Mixed			
White and Black Caribbean		<input type="checkbox"/>	
White and Black African		<input type="checkbox"/>	
White and Asian		<input type="checkbox"/>	
Any other mixed background (please specify)			
Asian or Asian British			
Indian		<input type="checkbox"/>	
Pakistani		<input type="checkbox"/>	
Bangladeshi		<input type="checkbox"/>	
Any other Asian background (please specify)			
Black or Black British			
Caribbean		<input type="checkbox"/>	
African		<input type="checkbox"/>	
Any other Black background (please specify)			
Chinese		<input type="checkbox"/>	
Any other Ethnic Group (please specify)			
Please specify		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Age Range (Please tick)	<input type="checkbox"/> Up to 19 <input type="checkbox"/> 20 – 25 <input type="checkbox"/> 26 – 35 <input type="checkbox"/> 36 – 45	<input type="checkbox"/> 46 – 55 <input type="checkbox"/> 56 – 65 <input type="checkbox"/> over 65	

If you wish you may disclose information about yourself in this section about your:

Religion:	Sexual Orientation:
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Disability Statement

SRMS aims to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you would like any further assistance or advice about this application we will try to help.

The information you have given will only be shared with the recruiting manager if you are shortlisted. This is to enable appropriate, reasonable accommodations to be made to our selection processes and to provide facilities where necessary.

Please answer the following questions:

1. Do you consider yourself to be disabled? If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities."</i>	
2. Is there anything you would particularly like to tell us about your disability?	
3. Do you wish us to try to arrange for any of the following to be available, if you are called for interview? Please tick: <input type="checkbox"/> Induction loop or other hearing enhancement <input type="checkbox"/> Sign language interpreter (please state type) <input type="checkbox"/> Keyboard for written tests <input type="checkbox"/> Someone with you at the interview (e.g. advocate or facilitator) <input type="checkbox"/> Assistance in and out of vehicle <input type="checkbox"/> Accessible car parking <input type="checkbox"/> Wheelchair access <input type="checkbox"/> Accessible toilet	
Other assistance (please specify):	

The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities. Thank you for providing this information.