

EMPLOYMENT APPLICATION FORM



STRATFORD GIRLS'
GRAMMAR SCHOOL

STRATFORD-UPON-AVON

Shottery Manor, Shottery, Stratford-upon-Avon, Warwickshire, CV37 9HA

T: 01789 293 759

www.sggs.org.uk

Head Teacher: Mrs J Cornell

We prefer applications to be emailed to us at jobs@sggs.org.uk or, if you are unable to do so, sent by post to us at the address below. All sections must be completed in full, and in black ink. Late applications may not be considered.

POST APPLIED FOR (Job Title):	
Where did you see this advertised?	

PERSONAL DETAILS

Title:	First Name(s):	Surname:
Address:	Work Tel No: (if convenient to receive a call)	
	Home Tel No:	
	Mobile No:	
	Email:	
Post Code:	NI Number:	

Teaching Staff Only

Do you have DfE Qualified Teacher Status? Yes No

DfE Number:

Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for Stratford Girls' Grammar School to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide photographic and/or documentary evidence of this if invited to interview.

Do you have the right to live and work in the UK? Yes No

Is this subject to having a work permit? Yes No

CURRENT (or most recent) EMPLOYMENT

Name of Employer:

Job Title/Post:

Address:

Grade/Spine Point:

Post Code:

Current Salary:

Telephone No:

Notice Period:

Date Started:

Reason for leaving/wishing to leave:

Date Left (if applicable):

Brief description of main duties/responsibilities:

REFERENCES

Please give details of two referees, the first of which must be your current or most recent employer. Please note that references of candidates selected for interview will be taken up **prior** to interview.

Name:

Name:

Position:

Position:

Company Name:

Company Name:

Address:

Address:

Telephone No:

Telephone No:

Fax No:

Fax No:

Email:

Email:

Relationship:

Relationship:

May this reference be contacted without further authority from you? Yes No

May this reference be contacted without further authority from you? Yes No

PREVIOUS EMPLOYMENT

Please give details of your full employment history. Include any gaps (eg maternity), voluntary work and unemployment, using a separate sheet if necessary. List in date order starting with the most recent.

Dates Month/Year		Name and address of organisation	Telephone no and contact name	Job/Role and brief description of duties	Temp or Perm	Full or Part Time %	Reason for leaving
From	To						

EDUCATION, QUALIFICATIONS AND TRAINING**SECONDARY EDUCATION**

Dates		School/College	Qualifications and Grades awarded
From	To		

HIGHER EDUCATION

Dates		College/University	Qualification <i>(including Class and Division)</i>
From	To		

PROFESSIONAL DEVELOPMENT

Date and Length of Course	Training Provider	Course Title/Qualification

PERSONAL STATEMENT

Please use this section to support the information that you have already provided regarding your suitability for this post, and how you meet the requirements of the job. Please include anything that is relevant, but be as concise as possible. You may find it useful to refer to the criteria listed in the job description. Continue on a separate sheet if necessary.

EXISTING CONTACTS WITH STRATFORD-UPON-AVON GRAMMAR SCHOOL FOR GIRLS

Please list any contacts with current employees or governors at the school and how you know them:

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HEALTH RECORD

Are you registered disabled? (for the purposes of considering reasonable adjustments)

 Yes
 No

Details (if applicable):

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Have you ever taken retirement granted on ill-health grounds (taking a job could affect your pension)?

 Yes
 No
CRIMINAL CONVICTIONS

Note: - Because of the nature of work for which you are applying, this post is exempt from the provisions of Section 4 (ii) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order, 1975 and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the school. Formal checks are undertaken for all staff appointed to the school, and a Criminal Records Bureau declaration will be sought for all employees. However, 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. 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, cautioned or bound-over in relation to a criminal offence (excluding any filtered offences as recognised above), or are there any current criminal proceedings against you?

 Yes
 No

If the answer is Yes, please give full details:

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DECLARATION

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment purposes only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected or, if appointed, liable to be dismissed.

Signature

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Date

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Please note that, if you are submitting this form electronically, you will be required to sign this form at interview.

EQUAL OPPORTUNITIES MONITORING INFORMATION

This form will be separated from your application, remaining under confidential file in the Human Resources department, and will not be shown to the selection panel. As a result, personal details are required again. The information you provide will be used for statistical purposes only.

Stratford Girls' Grammar School is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, age, race, religion or belief, sexual orientation or disability.

POST APPLIED FOR (Job Title):						
PERSONAL DETAILS						
Title:		First Name(s):		Surname:		
Age Range:						
<input type="checkbox"/> 16-24	<input type="checkbox"/> 25-34	<input type="checkbox"/> 35-44	<input type="checkbox"/> 45-54	<input type="checkbox"/> 55-64	<input type="checkbox"/> 65+	
Gender:						
<input type="checkbox"/> Male		<input type="checkbox"/> Female		<input type="checkbox"/> Prefer not to say		
DISABILITY						
<i>The Equality Act 2010 defines a disability as "a physical or mental impairment that has a substantial adverse effect on a person's ability to undertake normal day-to-day activities (of whatever kind)".</i>						
According to this definition, do you consider yourself to have a disability?						
<input type="checkbox"/> Yes			<input type="checkbox"/> No			
RELIGION AND BELIEF						
Please indicate the religion/belief that describes you best:						
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	
<input type="checkbox"/> No religion/belief		<input type="checkbox"/> Prefer not to say		<input type="checkbox"/> Other (please specify)		
ETHNIC ORIGIN						
Ethnic origin questions are not about nationality, place of birth or citizenship. They are concerned with colour and broad ethnic group. UK citizens can belong to any of the groups listed below. Please indicate the ethnic origin that describes you the best.						
White	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Any other White background*			
Mixed	<input type="checkbox"/> White & Black Caribbean		<input type="checkbox"/> White & Black African			
	<input type="checkbox"/> White & Asian		<input type="checkbox"/> Any other Mixed background*			
Asian or Asian British	<input type="checkbox"/> Indian		<input type="checkbox"/> Pakistani			
	<input type="checkbox"/> Bangladeshi		<input type="checkbox"/> Any other Asian background*			
Black or Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Any other Black background*			
Other Ethnic Groups	<input type="checkbox"/> Chinese		<input type="checkbox"/> Japanese			

	<input type="checkbox"/> Gypsy or Traveller	<input type="checkbox"/> Any Other Ethnic group*
Prefer not to say	<input type="checkbox"/>	*Please specify here