



Stepney Park Primary School Application Form

Thank you for applying for a position at Stepney Park Primary School. Please return the completed application form to recruit@stepneypark.towerhamlets.sch.uk

The information you supply on this form will be treated in confidence. Applications received after the closing date will not normally be considered. Please note, appointments are conditional on the satisfactory completion of DBS and other necessary checks, and that shortlisted candidates will be asked to provide a self-declaration of their criminal record or information that would make unsuitable for the position. Online checks will be carried out for all shortlisted candidates.

On the day of the interview:	
All short-listed candidates	Please provide evidence of identity, address and relevant qualifications
Short-listed teachers	Please also provide evidence of DCSF/GTC registration
Overseas candidates	Please provide evidence of your right to work in the UK, if appropriate

Personal details					
Job I am applying for					
Last Name					
First Name					
Address					
	Post Code				
Email					
Telephone					
National Insurance Number					
Are you able to take up employment in the UK with no current immigration restrictions?	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Yes / No: _____</td> <td style="width: 40%; background-color: #d9d9d9;">If yes, please state on what basis:</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes / No: _____	If yes, please state on what basis:		
Yes / No: _____	If yes, please state on what basis:				
Do you hold Qualified Teacher Status?	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Yes / No: _____</td> <td style="width: 40%; background-color: #d9d9d9;">If yes, please give date of award:</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes / No: _____	If yes, please give date of award:		
Yes / No: _____	If yes, please give date of award:				
GTC /DCSF number (e.g. 12/34567)					
Are you subject to any conditions or prohibitions placed on you by the GTC, or another GTC in the UK?	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Yes / No: _____</td> <td style="width: 40%; background-color: #d9d9d9;">If yes, please give details below:</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes / No: _____	If yes, please give details below:		
Yes / No: _____	If yes, please give details below:				
Current or last salary grade					
Earliest date of ability to start new job					

Current or most recent employment details

Employer			
Job Title			
Address			
		Post Code	
Current start date		Date of leaving (If applicable)	
Reason for leaving:			
Salary details including allowances			
Full time or Part time			
Notice period			
Brief description of main duties/responsibilities			

Previous employment or work experience record

Please provide full details of all your previous paid and unpaid employment in date order since leaving full-time education
 Please start with most recent place of employment.
 Please continue on a separate sheet if necessary

Job title	Employer Name	Employer Address	Dates (months/years) from - to	Reason for leaving

Employment gaps

Please provide details of any employment gaps since leaving school, and give the reasons for the gap

Start date	End date	Reason for employment gap

Personal Statement

Please explain why you have applied for this role and why did you choose this school?

Maximum 150 words

Please use this section to explain in detail how you meet all of the requirements of the Person Specification and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position.

Maximum 1000 words

References

Please give the names and addresses of two people who are willing to provide references relating to your work experience and suitability for the post you have applied for. One must be your present or most current manager. If you are currently working in a school, this must be the Headteacher. If a reference is not written by the Headteacher, we will ask the Headteacher to confirm that the reference is correct with respect to any disciplinary investigations.

Please note that we reserve the right to approach any of your previous employers for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children. 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.

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate:
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Reference 1

Name			
Job Title			
Work Relationship			
Organisation			
Address			
	Post code		
Telephone			
Email (please provide work email address)			
May we approach them at this stage?	Yes / No:		

Reference 2

Name			
Job Title			
Work Relationship			
Organisation			
Address			
	Post code		
Telephone			
Email (please provide work email address)			
May we approach them at this stage?	Yes / No:		

Declarations

Relatives/other interests

Any candidate who directly or indirectly canvasses a councillor or senior officer of the Council will be disqualified.

Please list any personal relationships that exist between you and any of the following members of the school community, such as Governors, Councillors, Staff, Pupils

Name	Relationship	Role at School

If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this Council's employment? If yes, please detail on a separate sheet	Yes / No:
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Disclosure and Barring and Recruitment Checks

The school is 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. 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.

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.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the [school's/trust's] privacy notice.

Do you have an Enhanced DBS certificate?	Yes / No:	If yes, date certificate issued:

If you've lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements.

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

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. We may conduct online searches of shortlisted candidates as part of our due diligence checks.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

The School's Child Protection Policy is available on the school website <https://www.stepneypark.towerhamlets.sch.uk>

Data Protection

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 1 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

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

You'll find more information on how we use your personal data in our privacy notice for job applicants. This can be found on our website <https://www.stepneypark.towerhamlets.sch.uk>

Statement to be signed by the applicant

The council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

I acknowledge that the council is under a duty to protect the public funds if administers and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes.

I have read and if appointed am prepared to accept the conditions set out in the conditions of employment and the job description.

I confirm to my best knowledge, this information given in this application form is true and correct and gives a fair representation of my skills and work experience. I understand that giving false or misleading statements or withholding information may result in disciplinary action including dismissal from the council or withdrawal of an offer of employment.

Candidates selected for interview will be notified by the date stated on the advert. We reserve the right to only contact shortlisted candidates.

Signed	
Name	
Date	

Please return completed application forms to recruit@stepneypark.towerhamlets.sch.uk

Employment Monitoring

Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

About You

Last Name		Post Code	
Date of Birth (DD/MM/YYYY)			
Where did you see the job advertised?			
Gender			
Is your gender identity the same as the gender you were born with?		Yes / No / Decline to state:	
Applying for:		Full time / Part time / Job Share:	

Ethnicity

Asian / British Asian

Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	Asian other	<input type="checkbox"/> Please specify:

Black / Black British

Caribbean	<input type="checkbox"/>	Somali	<input type="checkbox"/>
Other African	<input type="checkbox"/>	Black other	<input type="checkbox"/> Please specify:

Mixed or Dual Heritage

White & Asian	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>	Mixed other	<input type="checkbox"/> Please specify:

White

White	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Northern Irish	<input type="checkbox"/>	Gypsy / Roma	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White other	<input type="checkbox"/> Please specify:

Decline to state

Please specify if any other ethnic background

Sexual Orientation

How would you define your sexual orientation:

Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Gay Man	<input type="checkbox"/>	Lesbian woman	<input type="checkbox"/>
Decline to state		<input type="checkbox"/>	

Religion/Belief			
What is your religious belief?			
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No religion	<input type="checkbox"/>	Other	<input type="checkbox"/> Please specify:
Decline to state		<input type="checkbox"/>	
Personal Relationship			
Civil Partnership	<input type="checkbox"/>	Cohabiting	<input type="checkbox"/>
Married	<input type="checkbox"/>	Single / Widow	<input type="checkbox"/>
Decline to state		<input type="checkbox"/>	
Disability			
<p>What do we mean by a disability? The disability Discrimination Act defines disability as a 'physical or mental impairment with long term, substantial effects on ability to perform day to day activities' Examples: The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you answer the question.</p> <ul style="list-style-type: none"> ○ Hearing or visual impairment (excluding glasses/ contact lenses) ○ Co-ordination, dexterity or mobility (e.g. polio, spinal cord injury, back problems, repetitive strain injury) ○ Mental Health (e.g. schizophrenia, depression, severe phobias) ○ Speech impairment (e.g. stammering) ○ Learning Disabilities(e.g. Down's syndrome) ○ Other physical or medical conditions (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc) <p>If you consider yourself to be disabled, you are encouraged to declare your disability when applying for a job. We are positive about employing disabled people. As a holder of the Two Ticks Disability symbol, we guarantee you an interview if you meet the requirements of the job.</p>			
Do you consider yourself disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Decline to state <input type="checkbox"/>
If yes, please identify disability below:			
Learning difficulty	<input type="checkbox"/>	Physical impairment	<input type="checkbox"/>
Long standing illness/ health condition	<input type="checkbox"/>	Sensory impairment	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>	Other	<input type="checkbox"/> Please specify:
Declaration			
I confirm that to the best of my knowledge, the information given in this monitoring form is true and correct. I hereby give consent to the collection, storage and processing of my personal data.			
Signed			
Name			
Date			
Please return completed application forms to recruit@stepneypark.towerhamlets.sch.uk			