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| Settlebeck SchoolCONFIDENTIAL |  |

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| Information for applicantsPlease read these guidance notes before completing your application  * Please complete the form using **black ink**. * Complete all the sections in each part of the form. Continue on a separate piece of paper if there is not enough room in any of the sections. * Please submit a separate letter of application with this form. This letter should supplement the information provided on the form and will be regarded as an important part of your application.  The letter of application This letter is your opportunity to convince the selection panel that you are a strong contender for the post, and to differentiate yourself from other equally well-qualified candidates. The letter can be typed or hand-written.  Your letter should clearly convey your views of what you believe you could bring to the particular post for which you are applying. You should aim to convince the selectors that you are capable of carrying out your stated intentions.  Tailoring the letter to the particular post means studying the background details of the post (job description and person specification) and relating your own skills, experience and knowledge to the requirements we have listed. However, simply having done something does not demonstrate valuable experience or good practice. You should aim to show how you have learnt from your past experience and that you can transfer that learning to a new context. This application form should be returned to Settlebeck School, Long Lane, Sedbergh LA10 5AL or e-mailed to metcalfel@settlebeck.org Please note that canvassing of any Settlebeck School staff or Governors – either directly or indirectly – will disqualify the candidate. |

**Appointment to this post is subject to the satisfactory completion of Disclosure and Barring Service and Right to Work in the UK checks and satisfactory references.**

Settlebeck School is committed to the ongoing professional development of all its employees.

Settlebeck School is an Equal Opportunities employer and we promise that no applicant will be treated unfairly because of their sex, race, marital status, disability or age.

Details of how we use and keep the information you provide on this application form can be found in our Privacy Notice, which is available on the school website.

|  |  |
| --- | --- |
| **Last name**: | **Forenames**: |
| **Post for which you are applying**: | |
| **Where did you see the post advertised?**: | |

### Personal details

|  |  |
| --- | --- |
| **Address:** | **Address for correspondence (if different)** |
|  |  |
|  |  |
| **Post code**: | **Post code**: |

|  |  |
| --- | --- |
| **Telephone**: | **Mobile**: |
| **E-mail address**: | |

### Right to work in the UK

**If you are a non-British citizen but have the right to live and work in the UK**, please complete the sections on work permits and/or visas and national insurance number (if applicable). If you are successful in your application you will be required to provide documentary evidence of your right to live and work in the UK before taking up your appointment at the school.

**If you are a British citizen**, please provide your national insurance number in the space below.

|  |  |  |  |
| --- | --- | --- | --- |
| **National insurance number**: | | | |
| **Visa reference**: | **Visa issued date**: | | **Visa expiry date**: |
| **Work permit number**: | | **Work permit expiry date**: | |
| **Residency permit number**: | | **Residency permit expiry date**: | |

### Educational qualifications

If you are successful in your application you will be asked to provide original documentation of your qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary school attended** | **Dates attended** | **Qualifications and grade** | **Dates gained** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **College/university attended** | **Dates attended** | **Qualifications and grade** | **Dates gained** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other relevant courses undertaken** | **Qualifications and grade** | **Dates gained** |
|  |  |  |

### Employment history

Please complete and give details of your current or most recent employer and previous employment, leaving no gaps in employment. Time off for a career break, for caring responsibilities, for study, travel or absences from work because of a disability will not prejudice your application. Please attach additional sheets if necessary.

|  |  |  |
| --- | --- | --- |
| **Name of current or most recent employer**: | | |
| **Job title**: | | **Full or part time\*** |
| **Date of employment from**: | **Date to**: | |
| **Salary or pay point**: | **Period of notice required**: | |
| **Reason for leaving**: | | |
| **Description of duties**: | | |

\*delete as appropriate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other employment/experience (whether paid or unpaid)**: | | | | |
| **Name and address of organisation** | **Job title** | **Brief description of duties** | **Dates from/to** | **Reason for leaving** | **Salary or pay point** |
|  |  |  |  |  |  |

### Teaching applicants only

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| **DFES teacher number**: |
| **Date Qualified Teacher Status gained**: |
| **Probation induction completed?** **Yes / No\*** |

\*delete as appropriate

### Adjustments to the application process

Please contact the school at [office@settlebeck.org](mailto:office@settlebeck.org) if you require this application form in an alternative format.

### Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

### References

Please provide the names and addresses of two referees (who are not friends or relatives). One should be your current or most recent employer (for teaching applicants, this should be the Headteacher) or your college Headteacher if you are a newly qualified teacher, or your current/last employer.

|  |  |
| --- | --- |
| **Name**: | **Name**: |
| **Job title**: | **Job title**: |
| **Address**: | **Address**: |
| **E-mail**: | **E-mail**: |
| All reference requests are sent via e-mail. It is, therefore, essential that you provide an e-mail address for both of your referees | |
| **Telephone number**: | **Telephone number**: |

### Please note, if you are shortlisted, we will contact your referees prior to interview.

### Relationship

|  |
| --- |
| Please give the name and office or job title of any Governor or member of staff at the school with whom you have a close relationship. Please note that canvassing of any Settlebeck School staff or Governors – either directly or indirectly – will result in disqualification of the candidate: |

### Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred List c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

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| **Signature of applicant**: | **Date**: |

**Settlebeck School is committed to safeguarding and promoting the welfare and well-being of its pupils, engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff to share this commitment.**



**Settlebeck School: Equality Monitoring Questionnaire**

We need to carry out diversity monitoring to meet our statutory obligations and to make sure that our recruitment and Human Resources processes are fair for all staff. To help us do this, please could you complete and return this form with your job application form. This form is anonymous and your data will be treated in strict confidence. The information you give on this form will be used for monitoring purposes only. Filling in this form is voluntary.

**Job applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Working pattern:** Part-time 🞎 Full-time 🞎

**Sex:**  Female 🞎 Male 🞎 **Age:** \_\_\_\_\_\_\_ years

**Ethnic origin: please tick one of the following**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Asian or Asian British** |  |  | **4. Mixed** |  |
| Indian | 🞎 |  | White and Black Caribbean | 🞎 |
| Pakistani | 🞎 |  | White and Black African | 🞎 |
| Bangladeshi | 🞎 |  | White and Asian | 🞎 |
| **2. Black or Black British** |  |  | Any other mixed background | 🞎 |
| African | 🞎 |  | **5. White** |  |
| Caribbean | 🞎 |  | British | 🞎 |
| Any other Black background | 🞎 |  | Irish | 🞎 |
| **3. Chinese or other ethnic group** |  |  | Any other White background | 🞎 |
| Chinese | 🞎 |  |  |  |
| Any other | 🞎 |  | Prefer not to say | 🞎 |

**Disability: please tick one of the following**

Do you consider yourself to have a disability under the Disability Discrimination Act 1995?

Yes 🞎 No 🞎 Prefer not to say 🞎

*This Act defines a disabled person as someone with a physical or mental impairment that has a substantial and adverse long-term effect on ability to carry out normal day-to-day activities, for example, severed depression, dyslexia, diabetes, epilepsy, arthritis.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Religion or belief: please tick one of the following** | | | | |
| Buddhist | 🞎 |  | Sikh | 🞎 |
| Christian | 🞎 |  | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Hindu | 🞎 |  | No religion | 🞎 |
| Jewish | 🞎 |  | Prefer not to say | 🞎 |
| Muslim | 🞎 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sexual orientation: please tick one of the following** | | | | |
| Bisexual | 🞎 |  | Gender re-assignment | 🞎 |
| Gay man | 🞎 |  | Heterosexual | 🞎 |
| Gay woman/lesbian | 🞎 |  | Prefer not to say | 🞎 |

**Thank you for completing this form**