**Application Form**

Applicants must complete and return the Application Form by the advertised deadline in order to be considered.

Applicants may append further details such as their own CVs and any other supporting information and send these with the completed application form to [recruitment@jags.org.uk](file://jags.org.uk/staffhomes$/staffhomes/Hannah.Larsen/Microsoft/Word/recruitment@jags.org.uk)

|  |  |
| --- | --- |
| Position applied for: |  |
| Where did you see this post advertised? |  |

**Section 1: Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | | | | |
| First name: |  | | | | |
| Middle name(s): |  | | | | |
| Last name: |  | | | | |
| Preferred name: |  | | | | |
| Any former names: |  | | | | |
| Address: |  | | | | |
|  | | | Postcode: |  | |
| National Insurance Number: | |  | | | |
| Daytime Tel number: | |  | Evening/Mobile number |  | |
| Email address: | |  | | | |
| Do you have the Right to Work in the UK? | | | Yes | | No |
| If no, please provide details: | |  | | | |
| DFE/Teacher Number:  (if applying for a teaching role) | |  | | | |
| **PLEASE NOTE:** To comply with our statutory obligations, including those under the Asylum & Immigration Act 1996, all applications invited for interview will be asked to bring with them evidence of Right to Work in the UK. | | | | | |

**Section 2: Current/Most Recent Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of current employer: | |  | | |
|  | | | | Postcode: |
| Job title: |  | | | |
| Start date: |  | | Leaving date: |  |
| Subject taught:  (where relevant) |  | | | |
| 2nd subject willing to teach:  (where relevant) |  | | | |
| Responsibilities |  | | | |
|  | | | | |
|  | | | | |
| Additional responsibilities: | |  | | |
| Current salary: | |  | | |
| Reason for seeking other employment: | |  | | |
| Notice period: | |  | | |

**Section 3: Previous Employment**

**IMPORTANT**: Please provide a full employment history which accounts for every month and year since you left compulsory education. Any gaps in employment should be detailed in Section 4.

Please start with most recent and continue on a separate sheet if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Job Title** | **From**  **(Month/Year)** | **To**  **(Month/Year)** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 4: Gaps in Employment History**

**Please use this section to explain any gaps in employment since leaving compulsory education.**

|  |  |  |
| --- | --- | --- |
| **Date from (month/year)** | **Date to (month/year)** | **Explanation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 5: Overseas**

**Have you lived or worked overseas for three months or more in the last five years?**

Yes  No

If yes, please provide details below.

|  |  |  |
| --- | --- | --- |
| **Date from (Month/Year)** | **Date to (Month/Year)** | **Country** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 6: Education**

Please start with your most recent period in education and include secondary education.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and Address of School/College/ University** | **Dates** | | **Examinations** | | | |
| **From**  **MM/YY** | **To**  **MM/YY** | **Subjects** | **Results** | **Date** | **Awarding Body** |
|  |  |  |  |  |  |  |
| ***PLEASE NOTE:*** *To comply with our statutory obligations, applicants invited for interview will be asked to bring with them their* ***ORIGINAL*** *certificates to confirm the information given above.* | | | | | | |

**Section 7: Professional Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Awarding Body** | **Dates** | | **Subject and Qualification** | **Grade and Date Awarded** |
| **From**  **MM/YY** | **To**  **MM/YY** |
|  |  |  |  |  |
| ***PLEASE NOTE:*** *To comply with our statutory obligations, applicants invited for interview will be asked to bring with them their* ***ORIGINAL*** *certificates to confirm the information given above.* | | | | |

**Section 8: Hobbies and Interests**

Please give details of any interests, hobbies or skills that you could offer for the purposes of extra-curricular activity.

|  |
| --- |
|  |

**Section 9: Existing contacts within James Allen’s Girls’ School**

Please provide details of if you are related to or you maintain a close relationship to current staff members, governors or students at the School.

|  |
| --- |
|  |

**Section 10: Have you applied for a position at JAGS before?**

If yes, pleased indicate the date and role applied for.

|  |
| --- |
|  |

**Section 11: Supporting Statement**

Please use this section to support your application and demonstrate your suitability for the post. Please use a maximum of 1000 words.

|  |
| --- |
|  |

**Section 12: References**

**Please provide at least two references**. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children**. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

**References may be requested for shortlisted candidates before interview unless you indicate otherwise below.**

Please be aware that we reserve the right to contact any of your previous employers for the purposes of obtaining a reference.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| Relationship to you: |  | | | |
| Position (Job Title): |  | | | |
| Organisation: |  | | | |
| Address: |  | | | |
|  | | | | |
|  | | Postcode: |  | |
| Telephone number: |  | | | |
| E-mail (mandatory): |  | | | |
| Are you willing for this referee to be approached prior to or during the interview process? | | Yes | | No |

**Reference 1**

**Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Relationship to you: |  | | |
| Position (Job Title): |  | | |
| Organisation: |  | | |
| Address: |  | | |
|  | | | |
|  | | Postcode: |  |
| Telephone number: |  | | |
| E-mail (mandatory): |  | | |
| Are you willing for this referee to be approached prior to or during the interview process? | | Yes | No |

**Section 14: Declaration**

|  |  |
| --- | --- |
| I am aware that it is an offence to apply for this role if I have been barred from engaging in regulated activity applicable to children.  I declare that to the best of my knowledge and belief, the information given by me on this application form is true and correct and can be treated as part of any subsequent contract of employment.  I have read, understood, agreed and accepted the particulars set out below for Data Protection and the processing of any information contained in this application. I consent to the processing of the information on this application form.  I understand that if I give any information which is false, or withhold any relevant information, this may lead to my application being discarded from the recruitment and selection process, or the termination of my employment, if appointed.  I authorise James Allen's Girls' School to confirm, or have confirmed on their behalf, all statements contained in my application and to make any necessary pre-employment vetting checks.  If emailing the form, I understand that I will be required to re-sign the application in person if I am shortlisted for interview. | |
| **Signed** |  |
| **Print name** |  |
| **Date** |  |

**Data Protection Statement**

James Allen’s Girls’ School (including James Allen’s Preparatory School) takes its responsibilities for your personal data very seriously according to the General Data Protection Regulations and Data Protection Act. This may include using your personal data to obtain employment related information from third parties for Disclosure and Barring Service (DBS) checks, right to work, medical fitness and previous employment references, as well as carrying out searches of your publicly available online and social media presence.

James Allen’s Girls’ School also has legal obligations under the Equality Act 2010 to monitor and ensure applicants and employees from all sections of the community are treated equally and not discriminated against. The information collected in Section 15 is used to monitor who is applying and our adherence to equal opportunities best practice. This data is also used anonymously in annual census activities to identify any barriers among our workforce.

The personal data will be retained as legally permitted and in line with the School’s data retention guidance and then destroyed. Further details regarding our Privacy Policy can be found on our website: [www.jags.org.uk/welcome/policies](http://www.jags.org.uk/welcome/policies).

If your application is successful, the School will retain the information provided in the application form (together with any attachments) on your personal file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

**Section 15: Equality & Diversity**

**This section will not be shared with the selection panel prior to interview.**

**This information will be retained confidentially** **and used for monitoring purposes.**

The School is committed to ensuring that applicants from all sections of the community are treated equally and not discriminated against under the Equality Act 2010. This data assists us in monitoring who is applying for employment, our adherence to equality and diversity best practice and helps us to identify any barriers to diversity amongst our workforce.

This data is also passed on to third parties via statutory annual census activities relating to equality and diversity monitoring.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | | | | |
| **Post applying for:** |  | | | | | | | | |
| **Are you married or in a civil partnership?** | Yes |  | No |  | Prefer not to say | | |  | |
| **Date of Birth:** |  | | | | | | | | |
| **Gender:** | Male |  | Female |  | Intersex | |  | Non- Binary |  |
| Prefer not to say |  | If you prefer to use your own term, please specify here: | | | |  | | | |

**Ethnicity**

Please indicate your ethnic origin.

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by ticking ONE of the boxes or by giving your own description

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A. White** | | **B. Mixed** | | **C. Asian & Asian British** | |
| British |  | White & Black Caribbean |  | Indian |  |
| Welsh |  | White & Black African |  | Pakistani |  |
| Scottish |  | White & Asian |  | Bangladeshi |  |
| Northern Irish |  | Other Mixed Background\* |  | Other Asian Background\* |  |
| Irish |  |  | | | |
| Irish Traveller or Gypsy |  |
| Other White Background\* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **D. Black & Black British** | | **E. Chinese or Other Group** | |  | |
| Caribbean |  | Chinese |  | Prefer not to say |  |
| African |  | Any other background\* |  |  | |
| Other Black Background\* |  |  | |  | |
| \*Please indicate any other ethnic background: | | | | | |

**Sexual Orientation**

Please indicate your sexual orientation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Bisexual |  | Gay |  |
| Lesbian |  | Other |  | Prefer not to say |  |
| If you prefer to use your own term, please specify: | | |  | | |

**Disability**

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial, long-term, adverse effect on an individual's ability to carry out normal day to day activities.

Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment.

Do you consider yourself to have a disability within the meaning of the Equality Act 2010?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |