

MOORDOWN ST JOHN'S CE PRIMARY SCHOOL



Job title of the vacancy	
Where did you see this vacancy advertised?	

Personal Details

For MSJ use only

Candidate number:

Preferred title: (Type 'X' in the relevant box)	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss
	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Dr	Other specify below	
Legal first name:						
Legal surname:						
First name you prefer to be known as (if different to legal first name):						
Surname you prefer to be known as (if different to legal surname):						
Previous names:						
Personal email address:						
National Insurance number:						

Telephone Contact Details

Home:						
Work:						
Mobile:						
Preferred contact number: (Type 'X' in the relevant box)	<input type="checkbox"/>	Home	<input type="checkbox"/>	Work	<input type="checkbox"/>	Mobile

Current Home Address Details

Address 1:						
Address 2:						
Town/City:						
County:						
Postcode:						
Country:						

Your Personal Statement

Use this section to explain how your skills, experience and knowledge make you a suitable candidate for the job. You could include any voluntary work, leisure interests and other activities which you consider to be relevant to the role. You must say how you meet the requirements set out in the Person Specification and how your previous experience is relevant to the main duties/responsibilities of the post.

The box will expand to allow you to add as much text as you wish.

If completing this form by hand, add an extra sheet of paper and write your statement on it.

Membership of Professional/Technical Bodies

If you are currently a member of any professional or technical bodies, please provide details here:

Driving - type 'X' in the relevant boxes

Do you hold a current driving licence?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have the use of a private vehicle for commuting?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have a D1 minibus licence?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Right to Work in the UK and overseas living/working - type 'X' in the relevant box

Do you have the right to work in the UK? <i>Supporting evidence required</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you lived or worked in any country outside the UK for six months or more (whether continuously or in total) in the last 5 years, while aged 18 or over? <i>If so, we may contact you for further information in due course.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Questions for TEACHING STAFF VACANCIES ONLY – skip this section if you are applying for a support staff role

Do you hold Qualified Teacher Status (QTS)?	<input type="checkbox"/>	Yes: please give date of qualification and certificate number	<input type="checkbox"/>	No
What is your Teacher Reference Number (TRN)?	<input type="text"/>			
Have you successfully completed a statutory induction period (also known as “NQT” or “ECT”)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No – I intend to do this
	<input type="checkbox"/>	No – I am exempt		

ALL VACANCIES References

Please provide contact details for two people (from two different organisations) who have agreed to supply a reference about you. We will contact them if you are shortlisted (before your interview). Your referees must know you from work, volunteering or education and be senior people with appropriate authority to give a reference on behalf of their organisation (e.g. senior management or HR). We cannot accept references from your relatives or anyone writing in the capacity of friend or neighbour only. At least one referee must be from an organisation where you worked with children (unless you have never worked with children before).

Referee 1 – MUST BE FROM YOUR CURRENT OR MOST RECENT EMPLOYMENT/VOLUNTEERING/EDUCATION

Name of referee:	<input type="text"/>			
Referee’s job title:	<input type="text"/>			
Employer/organisation name:	<input type="text"/>			
Address 1:	<input type="text"/>			
Address 2:	<input type="text"/>			
Town/City:	<input type="text"/>			
County:	<input type="text"/>			
Postcode:	<input type="text"/>			
Country:	<input type="text"/>			
Telephone number:	<input type="text"/>			
Professional/work email address:	<input type="text"/>			
Relationship to you (e.g. Manager/Headteacher/HR):	<input type="text"/>			
Did you work with children at this referee’s organisation? (Type ‘X’ in the relevant box)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No – my other referee covers a role where I worked with children
	<input type="checkbox"/>	No - I have never worked with children		

Referee 2									
Name of referee:									
Referee's job title:									
Employer/organisation name:									
Address 1:									
Address 2:									
Town/City:									
County:									
Postcode:									
Country:									
Telephone number:									
Professional/work email address:									
Relationship to you (e.g. Manager/Headteacher/HR):									
Did you work with children at this referee's organisation? (Type 'X' in the relevant box)	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No – my other referee covers a role where I worked with children</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="3">No – I have never worked with children</td> </tr> </table>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No – my other referee covers a role where I worked with children	<input type="checkbox"/>	No – I have never worked with children		
	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No – my other referee covers a role where I worked with children					
<input type="checkbox"/>	No – I have never worked with children								
If you'd like us to contact you before requesting references, please give details here:									
Relationship to the School Are you related to or well known to a Member, Governor/Director, employee or pupil of the school?	If so, please give details below:								

Online Activity Search Details

If you are shortlisted, we may carry out a search on your publicly available online activity. This search is solely for the purposes of identifying candidates who are unsuitable to work with children and the findings will be discussed with you at your interview. To help with this, please provide your username/handle for any social media platforms that you are currently registered on. Leave this blank for any platforms that you're not registered on.

Platform	Your Username/Handle	Platform	Your Username/Handle
Facebook	Facebook.com/	Reddit	u/
Twitter	@	LinkedIn	
Instagram		Nextdoor	
TikTok		Other(s):	

Disclosure, Barring and Recruitment Checks

Moordown St John's CE Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to a relevant post.

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.

For posts in regulated activity, the DBS check will include a children's barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We will 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. 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.

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

Do you have a DBS certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If Yes: please provide the clearance date
	Yes	No			

Declarations (mandatory for all applications)

I certify to the best of my knowledge and belief that the information in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from being appointed (or could lead to a disciplinary action or dismissal if I have already been appointed). I acknowledge that electronic receipt of this form by Moordown St John's Primary School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

For the purposes of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), I give my consent to this form and related information being processed and retained on file by Moordown St John's Primary School and relevant third parties in administering its recruitment process (as set out in the Privacy Notice).

Type 'X' in the box below to agree to this declaration (mandatory).

<input type="checkbox"/>	Yes	Signed: _____	Date: _____
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Email your completed application form to n.armstrong@st-johns.bournemouth.sch.uk or post/deliver to:

Mrs N Armstrong
Admin & Personnel Manager
Moordown St John's CE Primary School
Vicarage Road
BOURNEMOUTH
BH9 2SA





Moordown St John's CE Primary School

Equalities Monitoring

This form will be detached from your application prior to shortlisting.

Moordown St John's CE Primary School is bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we ask you to voluntarily provide the information requested below.

The information on this form will not be used during the selection process - it will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION								
What is your date of birth?	D	D	M	M	Y	Y	Y	Y
What is your sex?	<input type="checkbox"/> Male <input type="checkbox"/> Female							
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
Do you identify as the gender you were assigned at birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							
How would you describe your ethnic origin?								
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	Other Ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say						

Which of the following best describes your sexual orientation?

- Bisexual
- Heterosexual/straight
- Homosexual

- Other
- Prefer not to say

What is your religion or belief?

- Agnostic
- Atheist
- Buddhist
- Christian
- Hindu

- Jain
- Jewish
- Muslim
- No religion

- Other
- Pagan
- Sikh
- Prefer not to say

Pregnancy and maternity

Are you pregnant?

- Yes
- No
- Prefer not to say

Have you given birth within the last 12 months?

- Yes
- No
- Prefer not to say

Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

- Yes
- No
- Prefer not to say

If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.

- Physical impairment
- Sensory impairment
- Learning disability/difficulty
- Long-standing illness
- Mental health condition
- Developmental condition
- Other

Thank you for taking the time to complete this Equalities Monitoring form.

For MSJ use only
Post applied for:

Candidate number: