

The Avon Valley School & Performing Arts College

Newbold Road

Rugby

Warwickshire

CV21 1EH

Please complete this Job Application form in **black ink or typescript**, so that, if necessary, it can be photocopied clearly.

|  |  |
| --- | --- |
| APPLICATION FOR POST OF |  |
| Full Name |  |

|  |
| --- |
| **Data protection** |
| Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:   * You consent to your data being processed * Processing is necessary to evaluate your application for the position for which you have applied * Processing is necessary for complying with legal requirements * Processing is necessary for our legitimate interests   For further information, please see our privacy notice for job applicants. |

|  |
| --- |
| **Disclosure and Barring and childcare disqualification** |
| The Avon Valley School is legally obliged to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Avon Valley School’s privacy statement.  **Do you have a DBS certificate?** ☐Yes ☐No Date of check:  If you have lived or worked outside of the UK in the last 5 years, The Avon Valley School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐Yes ☐No |

|  |
| --- |
| **Right to work in the UK** |
| The Avon Valley School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. |

#### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | | | Title |
| Forenames | | | |
| Address | Telephone. | Home | |
|  | Work | |
|  | Mobile | |
| E-Mail Address | | |
| Post Code: | N.I. Number | | |

EMPLOYMENT HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please give details of your CURRENT post** | |  |  |  |  |
| **Employer**  **Name & Address** | Post Title and Main Duties/Responsibilities | | **Full/Part**  **Time** | **Salary/Wage** | Date **Appointed** |
|  |  | |  |  |  |
| **Period of Notice Required:** | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  **Please complete in chronological order (i.e. your earliest job first)** | | |  |  |  | |  |
| **Employer/Establishment** | **Post Title & Main Responsibilities** | **Salary/Grade** | | | | **Full/Part Time** | **From/To** |
|  |  |  | | | |  |  |

|  |
| --- |
| **Gaps in employment** |
| Please use the space below to explain any gaps in your employment. |
|  |

**EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| **Education and qualifications** | | |
| Please provide details of your education from secondary school onwards.  You will be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades)** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Training and professional development** | | | | |
| **Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.** | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **For Teaching posts, Please complete this section** | |
| **Teacher reference number** |  |
| **Do you have QTS?** |  |
| **QTS certificate number (where applicable)** |  |
| **Date of qualification** |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct?** |  |
| **Are you subject to a NCTL sanction or restriction?** |  |

**ADDITIONAL INFORMATION**

|  |
| --- |
| **Please give your reasons for making this application relating your qualifications, experience and personal attributes to the essential criteria in the person specification. You may also wish to relate your own leisure and spare time interests. If necessary, please continue on a separate sheet and attach it to this form.** |
|  |

#### REFEREES

|  |  |
| --- | --- |
| **Please give details of two referees, one of whom should be your present/most recent employer. Please note: No appointment will be made without first taking up at least one reference.** | |
|  |  |
| Current Employer   Previous Employer  Personal Character Reference  Name & Title:  Position:  Address: | Current Employer  Previous Employer  Personal Character Reference  Name & Title:  Position:  Address: |
| Post Code:  Telephone:  Fax No:  E-Mail:  May this referee be contacted without further authority from you? | Post Code:  Tel. No:  Fax No:  E-Mail:  May this referee be contacted without further authority from you? |

#### DRIVING LICENCE

|  |
| --- |
| Do you hold a currently valid driving licence? |

|  |
| --- |
| Please give details of relationship to any Councillor or employee of the County Council / School or Member of the Governing Body. |

Can you please state where you saw this vacancy advertised:

TES Online / TES Paper / Local Newspaper / WM Jobs / Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| To the best of my knowledge the information given on this form is correct.  I understand that canvassing or giving false information will disqualify my application.  *Please note that if you send an electronic copy of the application form, you will be asked to sign it if invited to interview*  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: |
|  |
| **EQUAL OPPORTUNITY POLICY: Warwickshire County Council is committed to bringing about equal opportunities in its employment.**  **Please complete and return our Equal Opportunity Monitoring Form. It will be kept separately and used only to monitor the effectiveness of our Equal Opportunity Policy.** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date Received** |  | **Selected for Interview** |  | **References Applied for** |  | |
| Sent | Received |
| **Date Acknowledged** |  | **Interview Date** |  | **Ref 1** |  |  |
| **Acknowledged By** |  | **Interview Time** |  | **Ref 2** |  |  |

FOR OFFICE USE ONLY