



# SOLIHULL

## APPLICATION FORM

Position Applied for:						
Where did you see the role advertised (please highlight)?	Indeed	TES	Social Media			Other (Please state)
			Facebook	LinkedIn	Twitter	
Date available to start employment:						

### **SECTION 1: PERSONAL INFORMATION**

Section 1 of your application form will be separated from Section 2 upon receipt. Relevant sections may be verified and used for administrative purposes but will not be used for shortlisting purposes.

The school is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment and Selection Policy, available on the website. The information you are being asked to provide in this form is required so that the school can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

Internal reference number ( <i>office use only</i> )	
Date of Birth:	
Title:	
Forenames: ( <i>please underline the name you wish to be known by</i> )	
Surname:	
Previous Surname(s): ( <i>if relevant, include details of used from and to</i> )	
Address:	
How long have you lived at this address? If less than 5 years please provide all previous address details for past 5 years and the dates you lived there:	
Email Address:	

Telephone Number:	
National Insurance Number:	
Do you have DfE Qualified Teacher Status ( <i>if applying for a teaching role</i> )? If so, give details of TRN number.	
Do you require a permit to work in the UK? ( <i>if so, please provide details</i> )	
Do you hold a full valid UK or EU driving licence? ( <i>for roles involving driving only</i> )	
What class of vehicles are you licensed to drive? ( <i>if applicable</i> )	
Details of driving endorsements ( <i>if applicable</i> ):	
Current salary (or most recent salary, if currently unemployed). Please include spine point, and additional responsibility awards:	
Additional benefits in current role:	

**DECLARATION**

Please complete the following declaration and sign and date below.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge;
- all questions relating to me have been accurately and fully answered;
- I possess all of the qualifications which I claim to hold.

Signed:

Dated:

**SECTION 2: APPLICATION FORM**

Internal reference number (office use only)	
Your initials:	

<b>CURRENT OR MOST RECENT EMPLOYMENT</b>		
Name & Address of Employer:	Position Held:	
Telephone Number of Employer:	From:	To:
E-Mail Address of Employer:		
Notice Period Required:		
Current Responsibilities and Duties:		
Subject Specialisms <i>(for teaching roles only - please give details of age groups taught and areas of particular interest within your department):</i>		
Reason for Leaving / Wishing to Leave:		

<b>PREVIOUS EMPLOYMENT HISTORY</b>				
Please list all previous employment history chronologically starting with the most recent first. Please continue on a separate sheet if necessary.				
Employers Name, address and nature of business	Dates		Position held and full/part time	Responsibilities and reason for leaving
	From	To		

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Have you ever been subject to disciplinary action from your employer (current or previous)? If so, please give the details, including the date issued, reason and level of sanction imposed.	
Please provide details of any gaps in your employment history (please give dates from and to, and the reason for the gap, e.g. looking after children, sabbatical year / career break).	
Please list any contacts with current employees or Governors at the school and how you know them.	
If you are a current parent of a child / children at the school, please confirm their full names and current year group.	
Have you applied for a role at Solihull School previously? If so, please provide details of which role(s) you have applied for and the approximate date.	

<p><b>EDUCATION &amp; QUALIFICATIONS</b> Please list all formal education and qualifications chronologically starting with the most recent first including GCSE and A Level results (or equivalent). Please continue on a separate sheet if necessary.</p>			
Level of qualification and result(s)	School / College / University attended	From & to	Subject

<p><b>PROFESSIONAL DEVELOPMENT</b> Please list all relevant courses that you have attended. Please continue on a separate sheet if necessary.</p>		
Course undertaken and qualification obtained (if any)	Course provider	Dates & length of course

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**SUITABILITY FOR THE ROLE**

Please give your reasons for making this application and why you believe you are suitable for the role, relating your experience, qualifications and personal qualities to the requirements of the post as detailed in the Job Description and Person Specification. Please continue on a separate sheet if necessary.

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<p><b>INTERESTS, HOBBIES AND SKILLS</b> Please provide details of your interests, hobbies and skills, in particular those which could be of benefit to the school in the provision of co-curricular activities (<i>for pupil-facing roles</i>).</p>

<p><b>REFEREES</b> Please give the details of two professional referees, one of whom should be your present or most recent employer. Please state your connection with the person named. Please note that references will be taken up <b>prior to</b> interview unless you indicate otherwise.</p>	
Name:	Name:
Position:	Position:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Relationship to you:	Relationship to you:
May this referee be contacted without further authority from you? Yes / No	May this referee be contacted without further authority from you? Yes / No

Please note that any applicant who is invited to attend an interview will be required to complete a self-declaration form providing details in relation to their suitability to work with children and young people. This includes details of criminal record and inclusion on the Children’s Barred List.

In addition, the school will undertake an online search for information that is publicly available online on any applicant shortlisted to attend an interview. Any incidents or issues of concern will be shared with the interview panel to be discussed with you at interview.

By submitting this application form, you provide your explicit consent for the school to undertake an online search if you are shortlisted to attend an interview.

This may include the collection of 'special category data' in accordance with GDPR 2018 (which will only be recorded if it is relevant to any concerns that are recorded). Any 'special category data' collected as a result of an online search will be processed for lawful reasons only, including because it is necessary for the purpose of carrying out rights and obligations of the school in connection with employment law, or some function in the substantial public interest, including the safeguarding of children or vulnerable people, or as part of a process designed to protect others from malpractice, incompetence, or unfitness in a role (or to establish the truth of any such allegations).

Solihull School conforms to the General Data Protection Regulation (UK GDPR) (2018) and Data Protection Act (2018). Data is obtained for the purposes of education and is processed in accordance with those purposes. The information that you provide on this form will be used to process your application for employment and will be held on your electronic and paper personnel file if you are appointed. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. By submitting this application form, you give your consent for the school to process your personal data including the special category personal data contained within it. Please refer to the school Privacy Notice, Staff Privacy Notice and Data Protection Policy for further details of the school's processing activities.

If you succeed in your application and take up employment with the school, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

Solihull School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions within the school have responsibility for safeguarding children and young people, although the extent of that responsibility will vary according to the nature of the post.

The completed application form should be sent to the HR Team at [recruitment@solsch.org.uk](mailto:recruitment@solsch.org.uk).

### **SECTION 3: EQUALITY AND DIVERSITY MONITORING**

This section will be separated from Section 1 and Section 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. 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 special category of personal data is processed in accordance with the General Data Protection Regulation (2018) article 9.

Ethnicity		Tick where relevant	Code	
White	British, English, Welsh, Northern Ireland		WBRI	
	Irish		WIRI	
	Any other White background		WOTH	
Mixed	White and Black Caribbean		MWBC	
	White and Black African		MWBA	
	White and Asian		MWAS	
	Any other Mixed background		MOTH	
Asian or Asian British	Indian		AIND	
	Pakistani		APKN	
	Bangladeshi		ABAN	
	Chinese		ACHI	
	Any other Asian background		AOTH	
Black or Black British	Black or Black British – Caribbean		BCRB	
	Black or Black British - African		BAFR	
	Black or Black British – any other Black background		BOTH	
Other Ethnic Group	Any other ethnic background		OTHE	
	Prefer not to say		REFU	
<b>Gender</b>				
Gender	Female			
	Male			
	Transgender			
	Prefer not to say			
<b>Religion or Belief</b>				
Religion or Belief	No religion			
	Christian (including Church of England, Catholic, Protestant and other Christian denominations)			
	Buddhist			
	Hindu			
	Jewish			
	Muslim			
	Sikh			
	Any other religion (write-in)			
	Prefer not to say			
<b>Disability</b>				
Disability	Do you consider yourself to be disabled?			
	Yes – please complete the grid below			
	No			
	Prefer not to say			
	My disability is:			
	Physical impairment			
	Sensory impairment			
	Mental health condition			
	Learning disability / difficulty			
	Long standing illness			
Prefer not to say				



	Other			
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