



# application form

For office use only

**CONFIDENTIAL WHEN COMPLETE**

## **Regency High School**

**Job Title**

**Job Reference**

**Applicant's Name**

Thank you for requesting an application form for the above vacancy. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete. You should complete all sections in black ink or typeface to assist with photocopying the form. Please do not send your CV or testimonials unless asked to do so.

If you would like a copy of the form in large print, on audiotape or in Word computer format please contact the person named on the accompanying details.

Please return your completed form no later than the closing date to the address shown below. Late applications may not be considered.

The information on this form will be used for the purposes of selection and the forms will be retained for at least twelve months. The form of the successful candidate will form a part of their employee file and may be used for a number of employment related purposes.

**Please return your completed application form to:**

Regency High School  
Carnforth Drive  
Warndon  
Worcester  
WR4 9JL  
Tel 01905 454828

Or email to: [office@regency.worcs.sch.uk](mailto:office@regency.worcs.sch.uk)

# 1 Personal Details

Surname/Family Name:	<input type="text"/>	Preferred form of address e.g. Mr. Mrs. etc.	<input type="text"/>
Forename(s):	<input type="text"/>	Date of Birth:	<input type="text"/>
Previous name(s):	<input type="text"/>		
Home Telephone:	<input type="text"/>	Mobile and Day tel:	<input type="text"/>
NI Number:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		
	Postcode: <input type="text"/>		

## Disability

Regency High School undertakes to interview disabled people who meet the minimum/essential criteria detailed on the person specification. For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Please confirm therefore whether you have a disability

Yes

No

If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify:

## Canvassing and relationships

If you are related to or have a close personal relationship with an elected Member or an employee of the Council please state their name and relationship to you.

***Canvassing may lead to disqualification for appointment***

## 2 Education, Training and Qualifications

Please give brief details of all training and other courses you have undertaken which are relevant to this post.

Name of School/College/ University attended	From - To (Month/Year)	Qualifications including Grades	Date Obtained (Month/Year)
<b>1 Schools (after age 11)</b>			
<b>2 Further or Higher Education (Full and Part-Time)</b>			
<b>3 Professional or other courses including training courses attended, NVQs, etc.</b>	Duration	Name of any qualification awarded and date	

### 4 Current membership of professional organisations

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### 5 Driving Qualifications *(all applicants should complete but this will only be used where relevant)*

Do you hold a current, valid full driving licence? Please describe e.g. Car/LGV/PCV .....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you own a car?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have access to one?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### 3 Employment/Work Experience

Please include any previous experience either paid, unpaid or voluntary starting with the most recent.

#### 3a Current or most recent

Employer's name and address including work base address if different	Present Salary	Date Started	Date Finished (if appropriate)	Period of Notice
Position Held	Duties			

#### 3b Previous

Employer/Organisations (most recent first)	Position held and brief description of duties/responsibilities	Dates Month/Year		Reasons for leaving and final salary
		From	To	

#### **4 Additional Information**

*Please explain how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the enclosed person specification.*

## 5 Convictions/Disqualifications

Please give details and dates of any criminal convictions or driving offences.

Because the work of this job will involve vulnerable people Regency High School will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. You **must** tell us if you have any convictions, bind-overs or cautions even if they are spent under the terms of the Rehabilitation of Offenders Act 1974. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from the job offer in relation to this form.

You **must** tick one of the two boxes below:

I have a criminal conviction or a bind-over or a caution, even if this was a long time ago and even if it would be regarded as spent under the terms of the Rehabilitation of Offenders Act and I attach an additional sheet providing details and dates.

or

I do not have any convictions, bind-overs or cautions.

### Driving offences

I have the following number of penalty points on my driving licence:

## 6 References

Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job.

Name:

Name:

Address:

Address:

Email address:

Email address:

Telephone number:

Telephone number:

Relationship to you e.g. Manager, colleague etc:

Relationship to you e.g. Manager, colleague etc:

Do you wish to be consulted before this referee is approached Yes  No

Do you wish to be consulted before this referee is approached Yes  No

## 7 Declaration

I have read the information given to me about this job. I confirm that I do not have any physical or medical impairment, which, without reasonable adjustment, would prevent me from carrying out the duties of this job. I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated.

Signature:

Date:

Form Serial Number.....

Regency High School

### Equal Opportunities Monitoring Form

Regency High School is committed to the elimination of all forms of unjustifiable discrimination. We will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable Regency High School to constantly monitor itself to ensure this commitment is fulfilled, we would ask **all applicants** to complete the questions detailed below.

**This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.**

**Please highlight as appropriate:**

**1. Which of the following do you consider to be your ethnic origin?**

(highlight only one option), see below for explanatory notes.

- White British (AWB)
- White and Black Caribbean (BWBC)
- Indian (CIN)
- White Irish (AWI)
- White and Black African (BWBA)
- Pakistani (CP)
- White Other (AWO)
- White and Asian (BWA)
- Bangladeshi (CB)
- Mixed Other (BMO)
- Asian Other (CAO)
- Caribbean (DBC)
- African (DBA)
- Chinese (ECH)
- Black Other (DBO)
- Other Ethnic Group (EOE) (Please describe)

**2. Are you**  Male  Female

**3. Do you have a disability?**  Yes  No

For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

**4. Please highlight the age band currently applicable to you**

- i. Up to 19     ii. 20-29     iii. 30-39     i.v. 40-49     v. 50-65     vi. Over 65

**Where did you see this post advertised?**

### Monitoring Form Explanatory Notes

The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census.

Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please highlight the group to which you consider you belong or highlight the 'other ethnic group' option and give details in the space provided above.