# Employment Application

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, colour, religious belief, sex, age, sexual orientation, national origin, ancestry, physical or mental disability, or veteran status. The questions below are tailored around the Job Description for the role supplied with this application form.

We are committed to Safeguarding our children and staff. We will not employ anyone without relevant references and background checks. You will be required to have a DBS check and provide three references. You will not be left alone with any children until we have completed our vetting process.

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | First | Last | Miss/Mrs/Mr/ other. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City/town | County | Post code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | N.I number |  | Desired Salary: | £ |

|  |  |
| --- | --- |
| Position applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have the right to work in the UK? | YES[ ]  | NO[ ]  | Do you consider yourself to have a disability? | YES[ ]  | NO[ ]  |
|  |  |  |  |  |  |
| Do you hold a valid Enhanced DBS check? | YES[ ]  | NO[ ]  | Do you give permission for Atelier 21 to apply for an enhanced DBS check? | YES[ ]  | NO[ ]  |
| DBS certificate Number and expiry date: |  |  |  |  |
| Are you signed up to the DBS update service? | YES | NO | Please list Criminal convictions below: |  |  |
|  |  |  |  |
| Teacher reference number (TRN): |  |  |
|  |  |  |  |

## Education

|  |  |  |
| --- | --- | --- |
| School/College/Training Attended | Start / leave date | Qualifications obtained |
|  |  |  |
|  |  |  |
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Please detail all professional qualifications you hold including up to date Safeguarding and Child Protection, First Aid, Health and Safety and Food Hygiene certificates you may hold:

|  |  |  |
| --- | --- | --- |
| Certificate obtained | Expiry date (if applicable) | Awarded by: |
|  |  |  |
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## References

*Please list three professional references spanning at least five years. One reference must be from your last employer. If three professional references are unobtainable, please provide two professional and one character reference.*

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  Email:  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |   | Email:  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  | Email: |  |
|  |  |  |  |

## Current Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Manager: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | £ | Ending Salary: | £ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous manager for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Manager: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | £ | Ending Salary: | £ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous manager for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Manager: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | £ | Ending Salary: | £ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous manager for a reference? | YES[ ]  | NO[ ]  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Manager: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | £ | Ending Salary: | £ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

## Pre-employment screening questions

|  |  |  |  |
| --- | --- | --- | --- |
|  | Do you have prior knowledge of working in EYFS? | YES[ ]  | NO[ ]  |
|  | Do you have prior knowledge of working in KS1 | YES[ ]  | NO[ ]  |
|  | Do you have prior knowledge of working in KS2 | YES[ ]  | NO[ ]  |
|  | Do you have prior knowledge of working in KS3 | YES[ ]  | NO[ ]  |
|  | Do you have prior knowledge of working in KS4 | YES[ ]  | NO[ ]  |
|  | Do you have prior knowledge of working in MYP  | YES[ ]  | NO[ ]  |
|  | Do you have prior knowledge of Reggio Emilia Approach? | YES[ ]  | NO[ ]  |

## What skills and personal attributes do you possess to apply for this role? Please give a full explanation of how your experience and qualifications meet the person specification and job description. Please choose at least four areas of the skills and attributes list and explain below in full how you meet these with examples:

## What is your motivation for applying for this role?

## What would be the areas of the role you would find most challenging and why?

## Please describe the digital technology software and packages you are proficient at using and to what level - beginner, intermediate, advanced?

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my application withdrawn.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |