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| **Post Title:** | Click or tap here to enter text. |

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notices/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf) (Part Three, ‘Safer Recruitment’) and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf).

***Our School and all its personnel are committed to safeguarding and promoting the welfare of the children.  This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.***

TO EDIT THIS FORM PLEASE CLICK ON VIEW > EDIT DOCUMENT.

CHOOSE ITEM MAY NOT BE COMPATIBLE WITH ALL SOFTWARE, THEREFORE, IF THIS IS THE CASE PLEASE ENTER TEXT.

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| **PERSONAL DETAILS** |

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| Forename: | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Salutation: | Click or tap here to enter text. |
| Any Previous Forename(s): | Click or tap here to enter text. |
| Any Previous Surname(s): | Click or tap here to enter text. |
| House Name/Number Street Name: | Click or tap here to enter text. |
| Town: | Click or tap here to enter text. |
| County: | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |
| Home Telephone Number: | Click or tap here to enter text. |
| Mobile Telephone Number: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| National Insurance Number: | Click or tap here to enter text. |

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| **REFEREES** |

**Please indicate two people who can provide references** - one of whom should be your present/most recent employer (if the referee is school or college based, the reference should be completed by the Headteacher/Principal), if you are currently unemployed, your last employer and neither should not be related to you. In the case of school/college/university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers. Should you be shortlisted, please let your chosen referees know that you have provided their details and that they should expect a reference request via email. Any offer of employment is subject to satisfactory references.

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| Name: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Relationship to you: | Click or tap here to enter text.  |
| Organisation: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
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| Other Information: | Click or tap here to enter text. |

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| **COMPETENCY** |

Education and Training

**Original documentation of qualifications will be required prior to an appointment where this is statutuory to the role.**

University, College, etc

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| --- | --- | --- | --- |
| Name of Institution(s) | Date From | Date To | Full or Part Time |
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| Degree/Diploma Title | Subjects | Degree Class | Date of Award |
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Secondary Education

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| Name of Secondary and area: | Click or tap here to enter text. |
| Qualifications Gained:(Give subjects, grades, dates) ‘O’ Levels, GCSE (or equivalent) | Subject: | Grade: | Date: |
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| Additional Qualifications not listed above in the same form at above: | Click or tap here to enter text. |
| Name of Sixth Form College or Further Educations provider and area: | Click or tap here to enter text. |
| A Levels (or equivalent): | Subject: | Grade: | Date: |
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| Additional Sixth Form or Further Education Qualifications not listed above in the same form at above:(Qualification/Subject/Grade/Date | Click or tap here to enter text. |

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| **IN-SERVICE TRAINING AND DEVELOPMENT** |

In-Service Training and Development

Please give details of relevant courses and training undertaken in the last five years.

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| Title of Course or Training including Home Study & Distance Learning | Qualification obtained | Dates From | Dates To | Name of Provider eg LEA, College etc. |
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| Additional of Course or Training including Home Study & Distance Learning in the same format as above: | Click or tap here to enter text. |

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| **EMPLOYMENT HISTORY** |

Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps in employment (continue in the Additional Employment History section if required).

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| Job title and employer name | Date From | Date To | Full/Part Time | Grade and Salary upon leaving: | Reason for leaving: |
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| Additional Employment History in the same format as above: | Click or tap here to enter text. |  |  |  |  |

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| **OTHER SKILLS AND INTERESTS** |

Please include for example, languages (spoken/written), IT software experience etc. Please provide details of any community or voluntary work experience etc.

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| Click or tap here to enter text.  |

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| **APPLICANT STATEMENT** |

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the person specification). Remember to consider experience in previous employment and relevant experience outside of paid work eg that gained at home, through the community or through leisure/college activities. (No more than the equivalent of two sides of A4, font size 12 please).

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| Click or tap here to enter text. |

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| **PROTECTION OF CHILDREN** |

**Disclosure of criminal background is required of those with substantial access to children.** You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, (2013 and 2020)). **A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced DBS check.**

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

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| **DISCLOSURE OF RELATIONSHIPS** |

Shortlisted candidates will be asked to complete a self-declaration of their relationships with an elected member of the Council, a Senior Officer or the Council or a member of the School’s Staff or Governing Body.

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| **HEALTH DECLARATION** |

This requirement has been removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation or appointment. Shortlisted candidates will be asked to complete a pre-employment health questionnaire. Any offers of employment are subject to satisfactory vetting.

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| **DISABILITY STATEMENT** |



We aim to be a fair employer and are committed to equal opportunity for disabled people. Applications from disabled people are welcome. Shortlisted candidates will be asked to complete a self-declaration of any disabilities.

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| **CONFIDENTIALITY & DATA PROTECTION STATEMENT** |

This school recognises its obligations under the General Data Protection Regulation and associated legislation, and the rights of Employees with regards to the personal data held on them. All records relating to the recruitment process will be gathered, processed, held, and shared in accordance with the requirements of the General Data Protection Regulation and Data Protection Act.

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| **DECLARATION** |

I hereby give my consent for the school to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with data protection legislation.

For candidates that are shortlisted you will be required to sign and date this form on the day of interview.

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

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| Signature on the day of interview:  |  |
| Date: | Click or tap here to enter text. |

Please send your completed application to Michelle Starns, PA to the Headteacher via mstarns@mggs.org. You will be sent an acknowledgement email within 5 school days.

Please now complete our Equal Opportunities Monitoring form which can be found with the job information on our website.

***Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.***

*A forward-thinking community with a tradition of excellence*