PLEASE COMPLETE USING CAPITALS AND BLACK INK OR TYPE

Job Title:

**Personal Details**

Full Name and Title

Address

Postcode

Telephone: Day:

 Evening:

 Mobile:

Email:

Do you require a work permit for this post? YES NO

**Referees** Please give below the names and addresses of two people from whom references may be sought, at least one of whom should have recent knowledge of your work; your current employer must be included. If you are currently working in a school environment the Head or Principal must be a referee, and if applying for a teaching post but not currently employed as a teacher, one referee must be from the school at which you most recently worked. Referees cannot be family members or friends, and all referees will be asked about your suitability to work with children, and whether there have been any safeguarding concerns.

Name:

Position:

May we approach this referee before interview?

YES NO

Address:

Telephone:

Fax:

Email:

Address:

Telephone:

Fax:

Email:

Name:

Position:

May we approach this referee before interview?

YES NO

From

To ensure a fair recruitment process, do you know, or are you related to, any employee of The Beacon School or member of any Beacon School committee?

YES Please specify

NO

**Fair Recruitment**

**Current Employment**

From (date)

Name and Address of Employer

Post

Salary

Notice Required

Duties – please also state reason for leaving

**Previous Posts** (most recent first). Please account for any gaps where you have not been in employment

To

Employer

Post

Duties and reason for leaving

**Previous Posts (continued)**

From

To

Employer

Post

Duties and reason for leaving

To

Results

Examinations

**Secondary Education**

School

From

**Further and Higher Education**

From

To

University/College

Subjects

Results

**Member of Technical or Professional Bodies or other qualifications, including DfE reference number and QTS status (if applicable). Does your qualification give you QTS status? Yes / No / N/A**

Please state why you believe you are a suitable candidate for this post by explaining how you meet its requirements and the experience which you have that is relevant. Please give examples of particular achievements.

**Statement in support of application (continue on separate sheet(s) if required)**

**Additional Information and Declaration**

|  |
| --- |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment.  |
| Have you been convicted by the courts of any criminal offence?  | Yes | [ ]  | No | [ ]  |
| Is there any relevant court action pending against you? | Yes | [ ]  | No | [ ]  |
| Have you ever received a caution, reprimand or final warning from the police? | Yes | [ ]  | No | [ ]  |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. |

**I confirm that this information is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if employment has started and possible referral to the police. I have not been placed on List 99; disqualified from work with children or vulnerable adults or subject to sanctions imposed by a regulatory body e.g. GTC and have no convictions, cautions or bindovers.**

**The school is authorised to obtain references to support this application. I release the school and referees from any liability caused by giving and receiving information. I agree that the organisation may use the information contained on this form for the purpose of processing my job application, for ethnic and gender monitoring, and for any other legitimate purpose of the business.**

**Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How would you describe yourself?** These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories

may not be appropriate for everyone. If this is the case, please use the last box. Please tick the appropriate box to indicate your cultural background:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White:** |  | **Mixed:** |  | **Asian / Asian British:** |  | **Black / Black British:** |  | **Chinese / Other Ethnic:** |  |
| British |  | White & Black Caribbean |  | Indian |  | Caribbean |  | Chinese |  |
| Irish |  | White & Black African |  | Pakistani |  | African |  | Chinese Other |  |
| Other |  | White & Asian |  | Bangladeshi |  | Black Other |  | Other ethnic group |  |
|  |  | Mixed Other |  | Asian Other |  |  |  |  |  |