*Please return to:*

**Headmaster’s PA**

###### **Shoreham College**

St. Julian’s Lane

### Shoreham by Sea

### West Sussex

BN43 6YW

Tel: 01273 592681

 **APPLICATION FORM** Fax: 01273591673

 info@shorehamcollege.co.uk

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| **Position applied for:** |
| 1. **PERSONAL DETAILS**
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| Surname: | Forenames:  | Title: |
| AaAddress: Postcode:  | Former name(s):(including maiden name)Preferred name: |
| How long have you lived at this address:If less than 5 years please provide all previous addresses for the past 5 years (continue on a blank sheet of paper if necessary)  |
| Previous address: | Previous address: |
| Length of time at address: | Length of time at address:  |

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| Home telephone: | Mobile telephone: |
| Email address: | National insurance no: |
| DfE reference: | Work permit details:  |

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| 1. **DETAILS OF PRESENT EMPLOYER AND SALARY**
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| Name of employer: |
| Dates of employment: | Gross salary: |
| Additional benefits:  |
| Notice period: | Current position: |
| Main duties:  |

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| 1. **POST – 11 EDUCATION AND TRAINING**

Please give information about education received in this country or abroad, qualifications obtained including degrees, with class and division, and teacher’s certificates, in chronological order starting from the most recent. Please include post-graduate and professional qualifications.  |
| **Establishment attended:** | **Full or part time** | **Qualifications** |
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| 1. **PREVIOUS EMPLOYMENT**

Please give further details of experience in chronological order, starting with the most recent.  |
| Name of school/employer | Dates ofemployment | Age range/single sex/mixed | Number on on school roll | Post held and responsibilities | Reason for leaving |
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| 1. **MEMBERSHIP OF PROFESSIONAL BODY OR INSTITUTION**
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| Name of institution: | Dates of re-registration: |

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| 1. **PROFESSIONAL DEVELOPMENT**

Please list recent courses and professional development in which you have been involved during the past 3 years and which you consider relevant to this post (stating length of courses). Please continue on a separate sheet of paper if necessary.  |

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| 1. **ADJUSTMENT FOR INTERVIEW**

Please give brief details of any relevant adjustments, for medial or disability reasons, that you anticipate we would need to make if you are called for interview (please enter ‘none’ if there are no adjustments necessary): |

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| 1. **REFERENCES**

Please nominate at least two referees. If you are in employment, one referee should be your present employer. If you are shortlisted we may approach employers for references prior to interview. Please notify us if there is any reason why you do not wish us to take up references in advance of the interview.  |
| **Reference 1:**  | **Reference 2:** |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Position: |  | Position: |  |
| Telephone no: |  | Telephone no: |  |
| Email: |  | Email: |  |

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| 1. **DATA PROTECTION**
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| The information you provide on this form will be used to process your application for employment.The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. If you succeed in your application and take up employment with the College, 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. By signing the application form you consent to the processing of sensitive personal data.  |

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| 1. **DECLARATION**
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| As the job for which you are applying involves substantial opportunity for access to children it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster or the General Manager. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or the General Manager for advice. Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs)You should be aware that the College will institute its own checks on successful applications for short listing with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or and result in summary dismissal if the discrepancy comes to light subsequently. **I have nothing to declare / I enclose a confidential statement** (please delete as appropriate)  |

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| I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. If any of the information you have given on this application form is found to be false, or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment, then you will be liable to be dismissed.  |
| Signature: | Date:  |