**Salutation (Mr, Mrs, Ms, Dr) & initials**

**Surname (in block capitals)**



Application Form for

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| **Head of Art** |

A response is required in all the boxes on the form - they will ‘expand’ if required.

When completed, please e-mail to Mrs Amanda Sands (Personnel and Resources Officer)

Email: sandsa@standrewspangbourne.co.uk

**The completed form must be received by the closing date – Thursday 22nd February 2018**

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| **Personal** |

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| Full Name: | |
| Name by which you like to be known: | Former surnames: |
| Current address: *(if resident at this address for less than five years, please provide addresses during this period)* | |
| Previous addresses: | |
| E-mail address:  Preferred method of contact: | Mobile Number:  Home Telephone Number: |
| Date of Birth: | Marital Status: |
| Are you legally eligible for employment in the UK?  **Yes / No** | Do you require a work permit to work in the UK?  **Yes / No** |
| Do you have any long-term disability/illness or is your ability to perform the position applied for limited in any way? *(You will be asked to complete a Pre-employment medical form at interview stage).* | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of St Andrews? **Yes / No.**  If Yes, please provide details: | |

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| **Education and Academic Qualifications** |

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| **Secondary 16+**  *(GCSE/O-level grades are* ***not*** *required from applicants for teaching posts)* | | | |
| Dates (inc month/year) | School or College | Subject and Grades | |
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| **Higher Education** | | | |
| Dates (inc month/year) | University or College | Subject (s) and grades /degree class | |
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| **Further Postgraduate Qualifications (including PGCE)** | | | |
| Dates (inc month/year) | University or College | Subject (s) and grades /degree class | |
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| **Membership of Professional Organisations and other expertise/experience in Education** | | | |
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| **Employment and Career History** | | |

Please supply, in chronological order (most recent first), employment, self-employment and any periods of unemployment since the age of sixteen (there should be no gaps in the dates). Please give in each case the reasons for leaving each employment. Please provide, where appropriate, explanations for any periods not in employment, self-employment, training or further/higher education. For any teaching posts held, please give information about age range, subject(s) taught and the title of any posts held.

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| **Present Employment** | | | | | |
| **Date started** (month/year) | **Post held** | | | **School Details** | |
|  |  | | |  | |
| N.I. Number: | | | Current total gross annual salary:  Please give details of any responsibility payment, allowances, London weighting or equivalent included in your gross salary: | | |
| DfE reference Number: | | |
| How much notice do you have to give your current employer? | | |
| **Previous Employment / Career details**  ***(please start with most recent and include any gaps in employment)*** | | | | | |
| Dates (month/year) | Post held | Employer | | | Reason for Leaving |
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| **Professional Development and Training** |

Please give details of any relevant training you have undertaken in the past three years.

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| Date (month/year) | Course title or description | Course provider |
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| **Interests, Hobbies and Activities** |

Please give information about any interests, hobbies or activities in which you are involved. **Please indicate any activities that you would like to offer as your extra-curricular contribution (including Games) and indicate standard, where appropriate.**

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| **Personal Statement** |

Please state why you are applying for this post and say what particular attributes, qualities or special areas of interest or expertise that demonstrate your suitability for the role against the criteria detailed in the person specification.

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| **Health** |

In accordance with the guidance published by the DfE, any offer of employment made by the School will be

conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire and the responses to which may be assessed by the School's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician.

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| **Safeguarding** |

St Andrew’s School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The Schools recruitment procedure includes the checks required in the safer recruitment section of “Keeping Children Safe in Education” (DfE 2014).

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the DBS which the School considers to be satisfactory. If you are successful in your application you will be required to complete an enhanced Disclosure and Barring Service check. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind‐overs,

including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’.

As part of our selection process short-listed candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidates’ suitability for working with children and their previous experience in such roles.

A copy of the Child Protection Policy will be sent to all candidates asked to interview.

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| Have you enclosed a confidential statement? | **YES / NO** |

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| **References** |

Please supply (on page 9 of this document) the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview

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| **Recruitment** |

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All new posts within the School are subject to a probationary period.

In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. A copy of our Child Protection Policy is available on the School’s website.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

The School’s Safer Recruitment Policy and Procedures will be available to all candidates requesting further details and an application form.

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| **Declaration** |

* I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
* I confirm that I am not on List 99, ISA Children’s Barred List, the ISA Vulnerable Adults Barred List or disqualified from working with children or subject to sanctions imposed by a regulatory body.
* I understand that providing false information or withholding material information is an offence which could result in my application being rejected or, if the false information comes to light after my appointment, summary dismissal and may amount to a criminal offence.
* I consent to the School making direct contact with the people specified as my referees to verify the reference.
* I understand that any offer of employment made by the school will be conditional on verification of medical fitness, enhanced disclosure and satisfactory references.

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| Signature: | Date: |

*If you are sending this form via email then you should note that, in the absence of a signature, the e-mailing of this application constitutes your personal certification that the details are correct. Should you be selected for interview, you will be asked to countersign your application form on arrival.*

**Please ensure that you have filled in the section on referees on the next page.**

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| **Referees** |

Please give the contact details of two referees (this should include your last two employers). One referee **must** be your current or most recent employer. Where you are not currently working with children but have done so recently, one referee **must** be from the employer by whom you were most recently employed in work with children. You must list every employer in the last two years where the job involved working with children.

Please note:

* references will not be accepted from relatives or from referees writing solely in the capacity of friends.
* referees may be contacted by telephone and will be invited to submit confidential written references.

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| **First Referee** | | |
| Name |  | |
| Job Title |  | |
| Address | | |
|  | | Post Code |
| Email |  | |
| Telephone Numbers |  | |
| Contact Prior to Interview YES NO | | |

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| **Second Referee** | | |
| Name |  | |
| Job Title |  | |
| Address | | |
|  | | Post Code |
| Email |  | |
| Telephone Numbers |  | |
| Contact Prior to Interview YES NO | | |