Application Form

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applied for: |  | | | | | | | | |
| 1. Personal details: |  | | | | | | | | |
| Surname: | Forename(s): | | | | | Title: Dr/Mr/Mrs/Miss/Ms | | | |
| Date of birth: | | | | Former surname (s): | | | | | |
| Preferred forename: | | | | | |
| Teachers registration no. (if applicable): | | | | N. I. number: | | | | | |
| Address:  Postcode: | | Home number:  Work number:  Mobile number:  Email address:  Skype address: | | | | | | | |
| Do you have Qualified Teacher status? | | | | | Yes | |  | No |  |
| Have you read the School’s Child Protection Policy? | | | | | (Circle) Yes | |  | (Circle) No |  |
| References:  Please supply the names and contact details of two people who we may contact for references. These should be persons of appropriate standing with direct knowledge of your professional work and should include your present employer. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | | | | | | | | |
| Referee 1  **Name:**  **Job Title:**  **Organisation:**  **Address:**  **Tel. No.**  **Email Address:** | | | Referee 2  **Name:**  **Job Title:**  **Organisation:**  **Address:**  **Tel. No.**  **Email Address:** | | | | | | |
| May we contact prior to interview?  Yes No | | | May we contact prior to interview?  Yes No | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Employment:** | | | |  | | | | | | | |
| Current / most recent employer's name and address: | | | | | | | | | | | |
| Current / most recent job title: | | | |  | | | | | | | |
| Key Responsibilities: | | | | | | | | | | | |
| Date started: | | | | Date employment ended (if applicable): | | | Current salary / salary on leaving: | | | | |
| Do you / did you receive any employee benefits? | | | | | | Yes | |  | | No |  |
| If so, provide details of these: | | | | | | | | | | | |
| Reason for seeking other employment: | | | | | | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | | | | | | |
| Previous employment and/or activities since leaving secondary education  Please start with the most recent first and continue on a separate sheet if necessary | | | | | | | | | | | |
| Dates | | | Name and address of employer | | Position held and / or duties | | | | Reason for leaving | | |
| From: | | |  | |  | | | |  | | |
| dd / mm / yy | | |
|  |  |  |
| To: | | |
| dd / mm / yy | | |
|  |  |  |
| From: | | |  | |  | | | |  | | |
| dd / mm / yy | | |
|  |  |  |
| To: | | |
| dd / mm / yy | | |
|  |  |  |
| From: | | |  | |  | | | |  | | |
| dd / mm / yy | | |
|  |  |  |
| To: | | |
| dd / mm / yy | | |
|  |  |  |
| **Gaps in your employment** – if there are gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. | | | | | | | | | | | |
|  | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Education:   Please provide details of your education at secondary level and above starting with the most recent. | | | | | | | | | | | | | | | |
| Name of  school/college/university | | Dates of attendance | | | Examinations | | | | | | | | | | |
|  | |  | | | Subject | | Result | | Date | | | Awarding body | | | |
|  | | From: | | |  | |  | |  | | |  | | | |
| dd / mm / yy | | |  | |  | |  | | |  | | | |
|  |  |  |  | |  | |  | | |  | | | |
| To: | | |  | |  | |  | | |  | | | |
| dd / mm / yy | | |  | |  | |  | | |  | | | |
|  |  |  |  | |  | |  | | |  | | | |
|  | | From: | | |  | |  | |  | | |  | | | |
| dd / mm / yy | | |  | |  | |  | | |  | | | |
|  |  |  |  | |  | |  | | |  | | | |
| To: | | |  | |  | |  | | |  | | | |
| dd / mm / yy | | |  | |  | |  | | |  | | | |
|  |  |  |  | |  | |  | | |  | | | |
|  | | From: | | |  | |  | |  | | |  | | | |
| dd / mm / yy | | |  | |  | |  | | |  | | | |
|  |  |  |  | |  | |  | | |  | | | |
| To: | | |  | |  | |  | | |  | | | |
| dd / mm / yy | | |  | |  | |  | | |  | | | |
|  |  |  |  | |  | |  | | |  | | | |
|  | | From: | | |  | |  | |  | | |  | | | |
| dd / mm / yy | | |  | |  | |  | | |  | | | |
|  |  |  |  | |  | |  | | |  | | | |
| To: | | |  | |  | |  | | |  | | | |
| dd / mm / yy | | |  | |  | |  | | |  | | | |
|  |  |  |  | |  | |  | | |  | | | |
| 1. **Other professional development/vocational qualifications, skills or training**:   Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| 1. **Interests:**   Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the  School for the purposes of enriching extra-curricular activity. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| 1. **Suitability:** Please explain why you are suited to this role and what your key attributes are (use the continuation sheet if necessary) | | | | | | | | | | | | | | | | |
| Continuation Sheet: | | | | | | | | | | | | | | | | |
| 1. **Criminal record:** | | | | | | | | | | | | | | | | |
| 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. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.  It is a condition of your application that you answer the questions below. | | | | | | | | | | | | | | | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules. | | | | | | | | Yes | |  | | | No | |  | |
| Is there any relevant court action pending against you? | | | | | | | | 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 I am eligible to work in the UK? | | | | | | YES | | | | | NO | | | | | |
| Please provide details: | | | | | | | | | | | | | | | | |
| 1. **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 race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.*  *The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*  *A copy of the School's recruitment policy and safeguarding policy is available for download from the School's website. Please take the time to read them.*  *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 month unless you ask for us to keep your details on file.* | | | | | | | | | | | | | | | | |
| 1. 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 the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. * I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school * I understand that providing false 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 processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to the School making direct contact with the people specified as my referees to verify the reference. | | | | | | | | | | | | | | | | |
| Signed: |  | | | | | | | | | | | | |  | | |
| Date: |  | | | | | | | | | | | | |  | | |
|  | Where the form is submitted electronically and without signature electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 9. | | | | | | | | | | | | |  | | |

# 

Received: