EATON HOUSE SCHOOLS

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# CONFIDENTIAL

# Application Form for Eaton House the Manor Girls’ School

*This form must be completed in full. The wording “Please see CV” will not be acceptable.*

Personal Particulars

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| --- | --- | --- | --- | --- | --- |
| Position Applied for: |  | | How did you hear about this vacancy? | |  |
| Surname: Mr / Mrs/ Miss / Ms |  | | Forenames |  | |
| Former Surname (s):- |  | | | | |
| Date of Birth: |  | | NI Number: |  | |
| Home Address: |  | | Telephone: |  | |
|  |  | | Mobile: |  | |
|  |  | | Email: |  | |
| Previous Address *If resident at current address for less than five years, please provide any previous addresses during this period. Please continue on a separate sheet if necessary*:- | | | | | |
| Previous Address (1) | | Previous Address (2) | | | |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| From |  | To |  | From |  | To |  |

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| --- | --- | --- |
| DCSF Number (if applicable): |  | |
| Are you currently eligible for employment in the UK?  *Please answer Yes or No in the box provided.* | | Yes / No |
| Please confirm **which** of the following documents you have. You will be required to bring the original of these documents with you to interview. They will be checked and photocopied. The originals will then be returned to you. | | |
| 1) Current Passport | | Yes / No |
| 2) Valid Visa showing an authorisation to reside and work in the UK (if applicable) | | Yes / No |
| 3) UK Driving Licence (if you have one) | | Yes / No |
| 4) Birth Certificate | | Yes / No |
| 5) Professional and Educational Qualification Certificates (if applicable) | | Yes / No |
| 6) A Certificate of Good Conduct from an overseas police force, if you have been working or living abroad. | | Yes / No |
| 7) A P45 or P60 confirming your National Insurance Number | | Yes / No |
| 8) Two utility bills showing your name and current address | | Yes / No |
| 9) Have you subscribed to the DBS Update Service; if yes, please provide your Update Service ID Number  Please bring your current DBS disclosure to interview | | Update Service ID NumberC |

#### Education and Qualifications

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| Please list details of your education from secondary level |

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| --- | --- | --- | --- | --- |
| School / College / University  (Full Name & Address) | Dates of Attendance | | Qualifications Obtained – Grades & Awarding Body | Date Obtained  mm/yy |
| From mm/yy | To  mm/yy |
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| Other Vocational Qualifications, Skills or Training  Please provide details below 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 |

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| Name of Awarding Body | Qualifications Obtained – Grade and Level | Date Obtained mm/yy |
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| Do you hold a current First Aid Certificate? If so, please provide details and a copy of your certificate. |
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Employment History

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.

Current Employment

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| --- | --- | --- | --- |
| Job Title: |  | Employer Name & Address: |  |
| Current Salary: |  |
| Current Scale: (if applicable) |  |
| Employed From: |  | Employed To: |  |
| Please Give a Brief Description of Current Duties, Responsibilities and Achievements | | | |
|  | | | |
| Please State Your Reasons For Leaving Your Current Post | | | |
|  | | | |

Previous Employment in Date Order (please continue on a separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date mm/yy | End Date mm/yy | Name and Address of Employer | Position Held and Other Duties | Reason for Leaving |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date mm/yy | End Date mm/yy | Name and Address of Employer | Position Held and Other Duties | Reason for Leaving |
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Personal Development

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| What are your career and personal development aspirations? |
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Personal Qualities, Skills and Abilities

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| Please provide any other information that may assist your application,  including why you believe yourself to be suitable for this post? |
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General Information

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| Have you previously applied to Eaton House Schools for employment? Yes / No  If yes, please provide details: |
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| Have you any connection with Eaton House Schools? Yes / No If yes, please provide details: |
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Referees

Please provide at least two referees, where possible these should relate to two different periods of employment. One referee must be your current or most recent employer. Where the reference is from a school, the reference must be from the Headteacher. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. It is normal practice for references to be obtained prior to interview should candidates be short-listed.

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| --- | --- | --- | --- | --- | --- |
| Name: |  | | Name: |  | |
| Company: |  | | Company: |  | |
| Address: |  | | Address: |  | |
| Telephone: |  | | Telephone: |  | |
| Email: |  | | Email: |  | |
| In what capacity is the above known to you? | |  | In what capacity is the above known to you? | |  |

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 used in a confidential manner to help with our recruitment process.  If you succeed in your application and take up employment with the School, 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 this application form you consent to the processing of sensitive personal data. |

Criminal Records

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| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service which the School considers to be satisfactory. If you are successful in your application you will be required to complete a Disclosure and Barring Service Application form to enable us to carry out a Criminal Record check.  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. Upfront disclosure of a criminal record may not automatically debar you from employment as we shall consider the nature of the offence and any other relevant factors. | |
| Have you been disqualified from working with children, named on the DBS List 99 or the Protection of Children Act List, or subject to any sanctions imposed by a regulatory body? | Yes / No |
| Have you ever 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 you answer 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.* | |
| Please note that any false declaration or misleading statement or a significant omission may disqualify you from employment and render you liable to dismissal. Any job offer is subject to references, an Enhanced Disclosure from the Disclosure and Barring Service and a probationary period all of which must be deemed by Eaton House Schools to be satisfactory. | |

## Declaration *please read carefully*

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| --- | --- | --- | --- |
| * I declare that the information I have given on this form is complete and accurate. * I confirm that I am not banned or disqualified from working with children nor subject to any sanctions imposed by a regulatory body. * I know of no reasons, on grounds of physical or mental health, why I should not be able to discharge the responsibilities required of me working with children at Eaton House Schools. I understand that any offer of employment made by the school will be conditional on verification of medical fitness. * For the purposes of the Data Protection Act 1998, I consent to the information received by Eaton House Schools relating to the subject matter on this form being processed by them in administering the recruitment process. * I consent to the school making direct contact with all previous employers where I have worked with children to verify my reason for leaving that position. * I consent to the school making direct contact with the people specified as my referees to verify the reference. * I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. * I give permission for Eaton House Schools to contact the DBS to verify my Criminal Records Disclosure with the DBS update service (if applicable) | | | |
| Signed: |  | Date: |  |
| Name (Please print): |  | | |
| *All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview* | | | |