

**EMPLOYMENT APPLICATION FORM**

**(Academic Staff)**

**The information given on this form will be treated as STRICTLY CONFIDENTIAL in accordance with**

**The Data Protection Act 1998**

|  |  |
| --- | --- |
| **GENERAL DETAILS** | |
| Applicant’s Surname: | Initials: |
| Job Title of position applying for: | Head |

|  |  |  |  |
| --- | --- | --- | --- |
| **1. PERSONAL DETAILS**  Please complete using block letters. | | | |
| Address: |  | | |
| Home Telephone No.: |  | Mobile Telephone No.:  (optional) |  |
| Work / Other Telephone No.: |  | Please indicate preferred contact number: (home / mobile / work) |  |
| E-mail Address: |  | | |
| DfES reference No.: |  | National Insurance No.: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES / NO** |  | **YES / NO** |
| Do you have Qualified Teacher Status (QTS)? |  | Are you legally eligible to work in the UK? |  |
| Are you a member of the Teachers Pension Scheme? |  | Do you require a work permit? |  |
| Do you hold a full current driving licence? |  | Do you have a category D1 (minibus) on your licence? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. ACADEMIC QUALIFICATIONS**  Please list in chronological order all secondary schools, further education and higher education institutions attended.  Please list all Post 16 Qualifications taken, together with the grades / class awarded. | | | |
| Date | School / College / University | Post 16 Qualifications Obtained | Class / Grade awarded |
|  |  |  |  |

|  |  |
| --- | --- |
| **3. PRESENT EMPLOYMENT**  If you are currently studying, please state 'student'. If you are currently unemployed, please state 'unemployed'. | |
| Job Title: |  |
| Employer’s Name: |  |
| Employer's Address: |  |
| Telephone No: |  |
| Date Started: |  |
| Current Salary (including details of package): |  |
| *Please list your duties and responsibilities. These can be developed within the covering letter.* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. PREVIOUS EMPLOYMENT**  Please supply, in chronological order, a full history of all previous employment, self-employment, or unemployment since leaving higher education. Please give details/reasons for any gaps in employment/education since the age of 16. | | | |
| Dates | Employer's Name, Address, and Telephone Number | Job title and description of duties | Reason for leaving |
|  |  |  |  |

|  |
| --- |
| **5. EXTRA-CURRICULAR ACTIVITIES / INTERESTS / ACHIEVEMENTS**  Please give details of areas where you could contribute to our extra-curricular activities. You should include any relevant qualifications and experience. |
|  |

|  |  |
| --- | --- |
| **6. HEALTH** | |
| Please state how many days in total you have been absent from work through sickness in the last 3 years. |  |
| Please state how many separate periods of absence you have taken from work through sickness in the last 3 years. |  |

|  |  |
| --- | --- |
| **7. REFEREES**  Please give details of at least two referees.   * One referee should be your current or most recent employer. * Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in working with children. * Please note that references will not be accepted from relatives or referees writing solely in the capacity of friends. | |
| **Referee 1:** | |
| Name: |  |
| Job Title: |  |
| Address (incl. Post Code): |  |
| Telephone No.: |  |
| E-mail: |  |
| **Referee 2:** | |
| Name: |  |
| Job Title: |  |
| Address (incl. Post Code): |  |
| Telephone No.: |  |
| E-mail: |  |
| **Referee 3 (optional):** | |
| Name: |  |
| Job Title: |  |
| Address (incl. Post Code): |  |
| Telephone No.: |  |
| E-mail: |  |

|  |
| --- |
| **8. FURTHER DETAILS** |
| You are required to send an accompanying letter in support of this application form, explaining relevant knowledge, skills and abilities, and your reasons for applying for this position. You may wish to include details of any relevant job-related training and development or membership of professional bodies. Please include any other areas which you have not been able to address fully in the application form. |

|  |
| --- |
| **9. SAFER RECRUITMENT – Welfare, protection & safety of pupils** |
| **CHILDREN ACT 1989**  The Children Act, 1989 seeks to offer greater protection to children. The Act places a statutory obligation on schools to safeguard and promote the welfare of children attending them; accordingly the Governors of Shrewsbury School require all applicants to provide the following information:   |  |  | | --- | --- | |  | **Yes / No** | | Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on Disclosure & Barring Service (DBS) Barred List which names those who may not be employed in schools? |  | | Have you ever been the subject of an investigation or enquiry by the Police or Local Authority in relation to a child or children? |  |   **REHABILITATION OF OFFENDERS ACT 1974**  The position for which you are applying involves substantial opportunity for access to children and is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. You are therefore required to declare any convictions, cautions or bind-overs you may have had, regardless of how long ago and even if they would otherwise be ‘spent’ under the Act. You are also required to declare any outstanding/pending case(s) against you.    Please answer the following:   |  |  | | --- | --- | |  | **Yes / No** | | I confirm that I have no conviction or disqualification which is not spent under the terms of the Rehabilitation of Offenders Act 1974. |  |   If you have answered 'No', then please submit details and dates of any conviction or disqualification in a sealed envelope marked Confidential.  ***If you fail to make a full disclosure of convictions then your appointment will not be confirmed.*** |

|  |
| --- |
| **10. DECLARATION** |
| **Applicant Declaration**  I confirm and certify that to the best of my knowledge the information I have provided on this application form, and all other supporting information, is true and correct. I understand that if I provide misleading or incorrect information, or have failed to disclose information, then this will result in the termination of any contract of employment offered.  I also give my consent to the information provided to be processed in accordance with the Data Protection Act 1998 and any subsequent legislation.   |  |  |  |  | | --- | --- | --- | --- | | Signature: |  | Date: |  |   (If this application is made on-line you will be asked to sign this form if invited to interview.) |

|  |  |
| --- | --- |
| Monitoring Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **RECRUITMENT MONITORING FORM** | SHR_logo_black |

Note: This sheet will be detached from your application form and will not be seen by anyone involved in the selection process.

Shrewsbury School is committed to the elimination of unjustifiable discrimination and the School actively ensures that all prospective and existing employees are treated fairly. In order to measure recruitment equal opportunities we need to collect information on people who apply for our jobs. To enable us to do this, please could you complete the details below; forms submitted with incomplete monitoring information will not be submitted for shortlisting.

Some of the information you give on this form is considered to be sensitive information under the Data Protection Act 1998 legislation and by completing and returning this monitoring form you will be deemed to be giving your consent to the processing of the data for equality monitoring purposes only.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Information** | | | |
| Surname: |  | Preferred Title: |  |
| Please state any previous surnames used: |  | Date of Birth: |  |
| First names: |  | Age: |  |
| Post applied for: |  | Gender: (M / F) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnic Origin** | | | |
| I would describe my ethnic origin as: | | | |
| **White:** Please indicate: | | **Asian or British Asian:** Please indicate**:** | |
| English |  | Indian |  |
| Welsh |  | Pakistani |  |
| Scottish |  | Bangladeshi |  |
| Irish |  | Other Asian |  |
| Other White British |  |  |  |
| **Mixed:** Please indicate: | | **Chinese or other ethnic group:** Please indicate: | |
| White & Black Caribbean |  | Chinese |  |
| White & Black African |  | Caribbean |  |
| White & Asian |  | African |  |
| Other |  | Other ethnic group (please state) |  |

|  |
| --- |
| **Disability** |
| Under the Disability Discrimination Act 1995 a disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. Please confirm therefore whether you have a disability.   |  |  | | --- | --- | | **Yes / No** |  |   If yes and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangement. |

|  |
| --- |
| **Advertisement** |
| Please provide details of where you saw this vacancy: |