



## St Peter's School, Kettering

### APPLICATION FOR EMPLOYMENT

Thank you for your interest in St Peter's School. In the interest of equality and fairness, all applicants are required to complete an application form. This helps us to compare individuals on a like-for-like basis. You may wish to include a CV or covering letter to support your application, but applicants will be short-listed based on the information provided in this form. Please complete all sections and return to:

The Bursar, St Peter's School, 52 Headlands, Kettering, NN15 6DJ

Email: [a.hurst@st-peters.org.uk](mailto:a.hurst@st-peters.org.uk)

St Peter's School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates. The successful applicant will be required to undergo child protection screening appropriate to the post including checks with past employers and with the Disclosure and Barring Service.

Post applied for:	Headteacher
Where did you see this role advertised?	

SECTION 1. PERSONAL DETAILS			
Title: Dr / Mr / Mrs / Ms/ Miss / Other:	Forename(s):		
	Surname:	Previous surname(s):	
Current Address:	<i>Please indicate with a ✓ your preferred contact number</i> Home tel:		
	Mobile tel:		
	Email:		
Postcode:	NI number:		
Are there any restrictions on your taking up employment in the UK?			YES / NO
If YES, please provide details on the blank page at the end of this form.			
Have you lived or worked outside the UK?			YES / NO
If YES, please provide details:			
Are you related to, or do you maintain a close relationship with an existing employee, volunteer, or Governor of the School?			YES / NO
If YES, please provide details:			

SECTION 2 – EMPLOYMENT HISTORY		Candidate No: .....	
Please start with your current or most recent employer and include details of all former employers since leaving full time education. Any gaps between periods of employment or between finishing school/training and employment should be explained (see section 3).			
Name and address of current / most recent employer:		Start Date (MM/YY):	
		End Date (MM/YY):	
		Notice period:	
		Salary:	
Job title:		Benefits:	
Brief summary of role and responsibilities:			
Reason for seeking other employment:			

Name and address of employer:		Start Date (MM/YY):	
		End Date (MM/YY):	
		Salary:	
Job title:		Benefits:	
Brief summary of role and responsibilities:			
Reason for leaving:			

Name and address of employer:		Start Date (MM/YY):	
		End Date (MM/YY):	
		Salary:	
Job title:		Benefits:	
Brief summary of role and responsibilities:			
Reason for leaving:			

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Please continue on a separate sheet of A4 paper if necessary (headed Supplement - Past Employment History) and attach to this Application Form

**SECTION 3 – GAPS IN EMPLOYMENT HISTORY:**

If there are any gaps in your employment history since leaving full-time education (e.g. raising children, gap year, unemployment, study), please provide details including dates.

Start date (MM/YY)	Finish date (MM/YY)	Reason

**SECTION 4 – EDUCATION AND QUALIFICATIONS**

List below all the educational / training establishments you have attended and any qualifications gained there. You may be asked to provide proof of any qualifications or training declared.

Name of School / College/ University:	Dates attended		Qualification(s) attained (subject, level & grade)
	From:	To:	

Please continue on a separate sheet of A4 paper if necessary (headed Supplement – Education and Qualifications) and attach to this Application Form

**SECTION 5 – OTHER COURSES OR RELEVANT PROFESSIONAL DEVELOPMENT**

List below any courses you have attended which are required for the role or are relevant to it.

Name of course, where completed and qualification attained	Date completed

Please continue on a separate sheet of A4 paper if necessary (headed Supplement – Other Courses) and attach to this Application Form

#### SECTION 6 – SUITABILITY

Give your reasons for applying for this role and state why you believe you are suitable for the position. Use the Job Description and Person Specification and describe any experience and skills you have gained which demonstrate your ability and aptitude to undertake the duties of the post.

#### SECTION 7 – PERSONAL INTERESTS

Please provide details of any interests which may benefit the extra-curricular activities at St Peter's School

#### SECTION 8 – IT & COMPUTING SKILLS

Please provide details of any relevant computing skills and in particular Microsoft Office products.

## SECTION 9 – REFEREES

Please provide the names and contact details, including telephone and email address, for **at least** two referees who can comment on your suitability for this role. **One referee must be your current or most recent employer or, if you have not been employed, your college or school tutor. If you are not currently working with children but have done so in the past, a reference will be required from your most recent employment working with children.** Ideally your second referee will be your previous employer.

If you are successful and the references provided are considered unsatisfactory, in order to satisfy our safeguarding checks, we may require references from organisations other than those provided on your application form.

Referees will be asked about any disciplinary offences/ concerns relating to children. In the case of any reference provided by a school which is not countersigned by the Head, then we may seek confirmation of the details in the reference from the Head. Please note we may approach previous employers to verify particular experience or qualifications before the interview.

References will not be accepted from relatives or those writing solely in the capacity of friends.

### Referee 1 – current or most recent employer

Name:	Job Title:
School/Company:	May we contact prior to interview?:YES/NO
Address:	Email:
Postcode:	Telephone:
	Mobile:

### Referee 2

Name:	Job Title:
School/Company:	May we contact prior to interview?:YES/NO
Address:	Email:
Postcode:	Telephone:
	Mobile:

### Referee 3

Name:	Job Title:
School/Company:	May we contact prior to interview?:YES/NO
Address:	Email:
Postcode:	Telephone:
	Mobile:

## SECTION 9 - DECLARATION

I declare that the information given on this Application Form is true and correct, to the best of my knowledge. 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, as may be necessary during the recruitment and selection process. I understand that if my application is successful the information provided in this form (together with any attachments) will be retained on my personnel file; if my application is unsuccessful, all documentation relating to my application will be confidentially destroyed after six months.

Signed:

Date:



## St Peter's School

### SUPPLEMENT TO THE APPLICATION FORM

This part of the Application Form must be completed by all applicants for posts within the School as it contains information that will enable us to record and monitor information in connection with equal opportunities and fulfil our responsibilities towards safeguarding and child protection.

Employment with the School will be conditional upon the School verifying the applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire which may be assessed by the School's medical adviser, against the requirements of the role. There may be occasions when the School will request your permission for access to your medical records and / or refer you to a specialist.

<b>Name of Applicant:</b>	
<b>Position applied for:</b>	
<b>Academic Staff only</b>	<b>Do you have Qualified Teacher Status? Yes/ No</b> <b>Do you have a TRN / DfES / Teachers' Pension Number? Yes/ No</b> <b>If YES, please provide your number:</b>
<b>Date of Birth (DD/MM/YY):</b>	
<b>CURRENT DRIVING LICENCE:</b>	
None / Full / Provisional/ HGV / PSV	Date licence obtained:
Do you have the use of a car? YES / NO	Do you have category D1 (minibus): YES/NO

### DETAILS OF ANY CRIMINAL CONVICTIONS

Any offer of employment is conditional upon the School obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS), which the School considers to be satisfactory. 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 provided by our DBS checking partners. 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 as "spent" under the Act) must be declared, subject to the DBS filtering rules. The amendments to the Exceptions Order 1975 (2013) provide that certain spent and unspent 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 on the DBS website at <https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>.

If you have a criminal record this will not automatically debar you from employment; each case will be fairly and objectively assessed by the School in relation to the nature of the employment applied for, and the nature of the offence concerned. Please note that any employer being contacted for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the DfE, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome.

Do you have any <b>spent</b> or <b>unspent</b> convictions, cautions, reprimands or warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	YES / NO
Is there any relevant court action pending against you?	YES / NO
Do you have any endorsements on your driving licence?	YES / NO
If <b>YES</b> to any of the above, please give details below (and continue on an additional sheet if necessary):	
Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership ( <b>NCTL</b> ), any equivalent body in the UK or a regulator of the teaching profession in any other country?	YES / NO
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	YES / NO
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	YES / NO
<b>Equal Opportunities - Optional Question</b> Do you consider yourself to have a disability ( <i>The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities"</i> )	YES / NO
<b>Equal Opportunities - Optional Question</b> To which ethnic group do you consider that you belong.....	
<b>If answering "Yes" to any of the questions please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.</b>	

#### DECLARATION:

- I declare that the information given on this Supplement to the Application Form is true and correct, to the best of my knowledge.
- 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 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
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.
- 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 understand that if my application is successful the information provided in this form (together with any attachments) will be retained on my personal file; if my application is unsuccessful, all documentation relating to my application will be confidentially destroyed after 6 months.

Signed: ----- Date: -----



## PRIVACY NOTICE

The information that you provide on this application form will only be processed for the purpose for which it has been given. It will not be used for other reasons without your consent. All personal data, including special categories of personal data, is collected and processed in compliance with the principles of the General Data Protection Regulation (GDPR) and you have certain rights in respect of your information.

These rights and further information about how the School uses your personal data can be seen in full, in the School's Data Protection Privacy Notice, which is available on the School's website at

<http://st-peters.org.uk/default.asp?page=497>

### Consent notice

I have read the information about data protection, and agree to my personal data, including special categories of personal data, being used in the way described above.

Signed: ..... Date: .....

**Please return this Application Form and its Supplementary Form to:**

The Bursar, St Peter's School, 52 Headlands, Kettering, NN15 6DJ

Telephone: 01536 512066, Email: [st-petersschool@btconnect.com](mailto:st-petersschool@btconnect.com)