



Application Form

For Posts Exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974

DEPARTMENT :	City of London School for Girls
POST TITLE :	Deputy Head (Partnership and Co-Curriculum)
POST NUMBER:	CSLG/2019-20

Personal Details	
Family or Last Name:	Date of Birth:
First Name:	<small>(The date of birth is required for identification purposes in accordance with Safeguarding Children and Safer Recruitment in Education DfES 1 January 2007)</small>
Address:	
	Postcode:
Telephone (Home):	Telephone (Mobile):
Telephone (Work):	
Can we contact you on your work number?: Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick as appropriate)	
Email address:	

Referees	
One reference should be your present or most recent employer, the other a previous employer.	
1 Name: Job Title: Company Name: Address: Telephone Number: Fax Number: Email: Relationship:	2 Name: Job Title: Company Name: Address: Telephone Number: Fax Number: Email: Relationship:

I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.

Signed: _____ Dated: _____

Please give any dates on which you will NOT be available for interview:

Education and Qualifications

Please give details of your education and qualification (most recent first)

Dates		School, College, University, etc	Subject(s) Studied	Qualifications/ Certificate/ Grades
From	To			

Please provide the following dates:

Completion of PGCE:

QTS Skills Achieved:

NQT completed:

Work related or professional qualifications / membership & NVQ's etc

Dates		Details : Name of Association / Institute/Qualifications	Level/or grade of membership
From	To		

Relevant Training

Dates		Title of Course	Details
From	To		

I hereby authorise you to carry out checks on all and any of my qualifications from any establishment or employer.

Signed:

Dated:

Present or last employment

Post:	
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Name and Address of Employer:

Date Commenced:		Grade / Salary:	
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Is your present post your sole regular employment? Yes No (Tick as appropriate)

If No to the above please name your other employer(s):

Reason for leaving / wishing to leave:	
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Notice required/Date left (if applicable):	
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Outline of main duties:

Previous employment

Starting with your most recent job, please give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates.

Dates		Employer	Post Title / main duties	Reason for leaving
From	To			

Where did you see this post advertised?
If seen on the internet, please specify
website:

Are you related to, or the partner of, any Member or employee of the City of London Corporation? If so, please give details (failure to disclose such information shall disqualify the candidate concerned):

(Note: Canvassing of Members or employees of the City of London Corporation or any Committee of the City of London Corporation directly or indirectly for any appointment under the City of London Corporation shall disqualify the candidate concerned.)

Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary.

Please tick boxes as appropriate in the following sections:

Other details:

Do you have the legal right to live and work in the UK? Yes No

Is this subject to having a work permit? Yes No

You will need to produce photographic identification and proof of the above if you are called to interview.

Disabilities

Do you have a disability as defined in the Equality Act 2010 (i.e. a permanent and substantial disability)? Yes No

The City of London Corporation is a Disability Symbol User. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

Do you want your application to be considered under the disability symbol users scheme? Yes No

Will you require any reasonable adjustments to be made as part of the recruitment process? Yes No

Convictions

Do you have any convictions? Yes No

If 'Yes' please give details of the convictions. As this post is one covered by the Exceptions Order 1975, both spent and unspent convictions must be declared. (Please continue on a separate sheet if necessary)

The amendments to the Exceptions Order 1975 (2013) provide that certain spent 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 Disclosure and Barring Service website.

NB: If you are provisionally offered this post, you will be required to undergo a Disclosure and Barring Service (DBS) check. Please also refer to our DBS Policy (attached) and to the DBS Code of Practice for further information. Having a criminal record will not necessarily be a bar to obtaining a position at the City of London Corporation.

It will be a condition of your employment that you inform the City of London Corporation if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.

Data Protection Act

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10 the right of access to personal data held about them.

I hereby give my consent to the City of London Corporation processing and retaining the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment.

Signed:

Dated:

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, please visit our website at www.cityoflondon.gov.uk

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signed:

Dated:

Note: Any false, incomplete or misleading statements may lead to dismissal.

