

APPLICATION FORM FOR EMPLOYMENT

***Please complete and return to*** [***recruitment@newmodelschool.co.uk***](mailto:recruitment@newmodelschool.co.uk)***. Your attention is drawn to the NMS Privacy Notice on our website*** [***http://www.newmodelschool.co.uk/Information/Privacy-Notice/***](http://www.newmodelschool.co.uk/Information/Privacy-Notice/) ***this details how we as an organisation will process your personal data. For a successful application this information will form part of your employee file. For an unsuccessful application we will retain this data for up to one calendar year, in case another suitable position arises, after which it will be deleted.***

**Please read the guidelines carefully before completing this application form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for:**  **Please specify which school you are applying for** | |  | |
| **Surname** |  | **First name(s)** |  |
| **Preferred title:** |  | **Former surname:** |  |
| **Address:** |  | **Home telephone:** |  |
|  | | **Work telephone:** |  |
|  | | **Mobile telephone:** |  |
|  | | **Email address:** |  |
| **Postcode:** |  | **Date of birth:** |  |
| **Time at current address:** | |  | |
| ***If less than five years please attach a separate sheet with dates and address details covering the last five years*** | | | |
| **National Insurance Number:** | |  | |
| **QTS Number (*Teachers*)** | |  | |
| **Are you currently an NQT? (*Teachers*)** | | Yes | No |
| **Do you have the legal right to work in the UK?** | | Yes | No |
| **If YES, are there any conditions to work attached?**  ***Please provide details if applicable*** | |  | |
| **If NO, do you require a work permit or VISA?**  ***Please provide details if applicable*** | |  | |

**EDUCATION, QUALIFICATIONS AND RELEVANT TRAINING**

***Please start with the most recent first***

|  |  |  |
| --- | --- | --- |
| Dates of Attendance | School/College/University | Qualification/Degree |
|  |  |  |

**CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of school, or other employer:** | |  | |
| **Job Title:** | |  | |
| **Duties:** | | | |
|  | | | |
| **Address:** |  | **Tel no** |  |
|  | | **Email** |  |
|  | | **Salary** |  |
|  | | **Date appointed:** |  |
| **Postcode:** |  | **Notice period:** |  |

**PREVIOUS EMPLOYMENT**

***All applicants must complete the previous employment section leaving no gaps in employment unaccounted for, going back to leaving school. Please include any time spent travelling or working abroad in the last five years.***

|  |  |  |
| --- | --- | --- |
| Dates | Position/Duties | Name and Address of Employer, *or explanation of any gaps and reason for leaving* |
|  |  |  |
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|  |  |  |
|  |  |  |

***Please continue on a separate sheet, or add to the above columns, if required***

**SUITABILITY FOR THE POST**

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| --- |
| ***Please read the person specification and job description for the role you are applying for and explain why you are suitable for this post.*** |

**VISION AND VALUES**

***Please read the statement of Vision and Values on the NMS website (***[***www.newmodelschool.co.uk***](http://www.newmodelschool.co.uk)***) and explain how you think you could help us to carry them forward.***

**REFEREES**

Please provide details of two referees, neither of whom should be a relative or someone known to you solely as a friend. One must be your current or most recent employer. Referees should not be from the same organisation. If you have previously worked in a school, or with children, please include this as one of your referees.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job Title: |  |
| Address: |  | Work Telephone: |  |
|  | | Email: |  |
|  | |  | |
| Postcode: |  |  |  |
| Relationship: |  |  |  |
| May we contact this person prior to interview? | | | Yes / No |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job Title: |  |
| Address: |  | Work Telephone: |  |
|  | | Email: |  |
|  | |  | |
| Postcode: |  |  |  |
| Relationship: |  |  |  |
| May we contact this person prior to interview? | | | Yes / No |

*Please note as part of our Safer Recruitment in Education checks we may ask you for further references*

**SAFEGUARDING AND CHILD PROTECTION**

|  |  |
| --- | --- |
| The New Model School Company is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.  The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the school’s Safeguarding Children policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school’s Child Protection Officer or to the Head Teacher. | |
|  | Please indicate here that you have read the KCSIE part 1 – DfE guidance (downloadable from the website) |

**REHABILITATION OF OFFENDERS ACT 1974 AND DISCLOSURE AND BARRING SERVICE CHECKS**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974.

The amendment to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected”. These 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 in the accompanying notes. Further guidance can be found on the Disclosure and Barring Service website.

Have you ever received a reprimand, formal warning, caution or been convicted of a criminal offence which is not “protected”?

Please answer Yes or No in the box

We require all staff to undergo an Enhanced DBS check. Teaching staff will also be checked against the Police Barred List and Teacher’s Barred List.

If you have answered yes, supply all details in a sealed envelope marked “confidential” and attach it to this form. If your application is successful this information will be checked against information from the Disclosure & Barring Service before your appointment is made.

**MEDICAL FITNESS**

I understand that I may be required to undergo a medical examination if offered the post.

|  |  |
| --- | --- |
| I declare that all the information given in this form and any accompanying documents is true and correct. I understand that any omission or false statement on this form may justify my exclusion from the recruitment process, or summary dismissal should I be appointed. | |
| Signed: | Date: |

**You will be asked to sign your application form at interview stage if this has been sent electronically**