**

**APPLICATION FOR EMPLOYMENT**

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| Position Applied for |  |
| Where did you see the advert? |  |

**Section 1 - Personal Details**

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| --- | --- | --- | --- |
| Surname/Family Name |  | First Name |  |
| Other Names |  |
| Title |  | Former Names |  |
| UK National Insurance No |  |
| Address |  |
| Postcode |  | Country |  |
|  Home Telephone |  |  Mobile Telephone |  |
|  Work Telephone  |  |  May we contact you at work? |  Yes No |
|  Email Address |  |
| Are you currently eligible for employment in the UK |
|  Yes No. Please provide details: |
| Teacher’s Registration number (if applicable) |  |
|  |   | Do you have Qualified Teacher status? |  Yes No |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details |
|  |
| Do you have a child(ren) attending Pangbourne College?  |  Yes No |
| If yes, please state their name(s)  |

**Section 2 – Education & Professional Qualifications (Please start with the most recent. Please attach photocopies of documentary evidence of qualifications.)**

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| Include in this section all the relevant qualifications. Please also indicate subjects currently being studied. |
| Subject/Qualification | Place of Study | Grade/result | Year |
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**Section 3 – Other vocational qualifications, skills or training**

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| Please provide details 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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**Section 4 – Employment History**

 Please record below the details of your current or most recent employer

|  |  |
| --- | --- |
| Employer Name |  |
| Address |  |
| Job Title |  |
| Start Date |  | End Date (if applicable) |  |
| Salary  |  £ | Notice Period |  |
| Brief description of your duties and responsibilities |
|  |
| Do you/did you receive any employee benefits? If so, please provide details of these |
|  |
| Reason for seeking other employment |
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**Section 5 – Previous Employment and/or activities since leaving secondary education**

Please record below the details of your previous employment beginning with the most recent first. Please explain any gaps in employment in the ‘Supporting Information’ section below. Please add additional employers/ information on a separate sheet.

**Previous Employer 1**

|  |  |
| --- | --- |
| Employer Name |  |
| Address |  |
| From Date  |  | To Date |  |
| Reason for Leaving |
|  |
| Description of your duties and responsibilities and salary upon leaving. |
|  |

**Previous Employer 2**

|  |  |
| --- | --- |
| Employer Name |  |
| Address |  |
| From Date  |  | To Date |  |
| Reason for Leaving |
|  |
| Description of your duties and responsibilities and salary upon leaving. |
|  |

**Previous Employer 3**

|  |  |
| --- | --- |
| Employer Name |  |
| Address |  |
| From Date  |  | To Date |  |
| Reason for Leaving |
|  |
| Description of your duties and responsibilities and salary upon leaving |
|  |

**Previous Employer 4**

|  |  |
| --- | --- |
| Employer Name |  |
| Address |  |
| From Date  |  | To Date |  |
| Reason for Leaving |
|  |
| Description of your duties and responsibilities and salary upon leaving. |
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**Section 6 – Interests**

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| Please give details of any interests, hobbies or skills that you could bring Pangbourne College for the purpose of extra-curricular activities |
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**Section 7 – Supporting Information**

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| In this section please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake this post. As stated in Section 5 please also use this section to explain any gaps in your employment history.(Please continue on a separate sheet if necessary). |
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**Section 8 – Health**

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| You will be asked to complete a medical questionnaire and may be subject to a medical examination if your application is successful. |
| Are there any special arrangements you might require to attend an interview? |  Yes No  |
| If yes, please give details here:  |

**Section 9 – Criminal Records**

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| An offer of employment is conditional upon Pangbourne College receiving an Enhanced Disclosure from the DBS 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. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the School on request).Pangbourne College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those that would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed on its own merits. |
| Have you been convicted by the courts of any criminal office |  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  |
| Has the Secretary of State for Education or the Secretary of State for Health ever issued you with a personal warning or caused your name to be included on the Barred List (List 99) as unsuitable to work with children? |  Yes No |
| If ‘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 |

**Section 10 – Recruitment**

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| It is Pangbourne College’s policy to employ people who best meet the requirements of our positions and to provide equality of opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. All new posts within the School are subject to a probationary period. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |

**Section 11 – References**

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| Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Pangbourne College intends to take up references from all shortlisted candidates before interview. |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Organisation | Organisation: |
| Address: | Address: |
| Occupation: | Occupation: |
| Telephone Number:Email address: | Telephone Number:Email address: |
| May we contact prior to interview? Yes No | May we contact prior to interview? Yes No |

**Section 12 – Declaration**

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| * **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.**
* **I confirm that I am not on any listing banning me from working with children or vulnerable adults.**
* **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 understand that the personal information that I provide on this form will be used to process my application for employment and it will be stored and used in a confidential manner to help with the recruitment process. If I am successful in my application and take up employment with the School, I understand the information will be used in the administration of my employment.**
* **I consent to Pangbourne College making direct contact with all previous employer’s where I have worked with children or vulnerable adults to verify my reason for leaving that position.**
* **I consent to the College making direct contact with the people specified as my referees to verify the reference.**
* **I understand that if my application is successful I may be required to complete a medical questionnaire appropriate to the role.**
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**Signature: Date:**

**Please return the completed Application Form to: Nikki Roberts, HR Manager, Pangbourne College, Pangbourne, Reading, Berkshire RG8 8LA or email: recruitment@pangbourne.com**