|  |  |  |  |
| --- | --- | --- | --- |
| **Please state the post for which you are applying:** |  | **Where did you hear about this vacancy?** |  |

|  |  |
| --- | --- |
| **Title (Mr/Mrs/Miss/Ms/Other):** | **Surname:** |

|  |
| --- |
| **First Name(s) in Full** :  (please underline the name by which you like to be known) |

|  |
| --- |
| **Former Surname(s)** (eg. maiden name or any previous change of name(s)) |

|  |  |  |  |
| --- | --- | --- | --- |
| National Insurance Number: |  | Confirm right to work in the UK | **Yes /**  **Visa needed** |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Salary (£) |  | Period of Notice |  |

|  |  |
| --- | --- |
| Please provide your Teacher Reference Number (DfEE number): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have Qualified Teacher Status? | **Yes / No** | Were you registered with the GTC? | **Yes / No** |

**DISCLOSURE & BARRING SERVICE** (formerly Criminal Records Bureau)

|  |  |  |
| --- | --- | --- |
| **Have you ever applied for a DBS Disclosure:** | | Yes / No |
| **If Yes –** please state the name of organisation for whom the DBS was carried out, date on the Disclosure, your surname as it appears on the Disclosure, and provide the DBS certificate number: | Organisation: | Date of Disclosure: |
| Disclosure Number: |
| Surname on  Disclosure: |
| **Are you a member of the DBS Update Service:** | Yes / No | Your Date of Birth: |

|  |  |
| --- | --- |
| Marital Status: | Details of any children: |

**Addresses**

|  |  |
| --- | --- |
| Current Address (including full post code):  E-mail: ……………………………………… | **Telephone Numbers:**  Daytime: ……………………………….  Evening: ……………………………….. |

|  |
| --- |
| **Previous Addresses** (if resident at current address for less than five years please provide any previous addresses, including dates, during this period. Please continue on a separate sheet if necessary) |
|  |

**Existing Contacts within the School**

Please indicate whether you know any existing governors or employees of Charterhouse and, if so, how you know them.

|  |
| --- |
|  |

**EDUCATION**

Please list in chronological order all secondary schools, further education and higher education institutions attended, together with academic examinations and/or vocational qualification taken and grades/degree obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates – from/to**  ***Month-Year*** | **School/College/University** | **Academic Examination / Vocational Qualification** | **Grade/Degree Achieved** |
|  |  |  |  |

|  |
| --- |
| Details of any additional relevant qualifications and training for this post: |

|  |
| --- |
| **Are you qualified to drive a minibus:** |
| If so - what formal training have you had – please list dates: |

**CAREER HISTORY**

Please list below a full history in chronological order (including post-secondary education, part-time and voluntary work, as well as full time employment) with start and end dates. Provide, where appropriate, explanations for periods not in employment and **in each case** reasons for leaving employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Employer / Voluntary Organisation / Other** | **Start and Finish Dates**  ***(month & year)*** | **Job Title and General Description of Duties** | **Reason for Leaving** |
|  |  |  |  |

(continue on separate page if necessary)

# CV

Please submit a copy of your CV along with your completed application form.

**Additional Skills and Interests**

Please state any skills or interests you have in the following areas to enable us to see how you might contribute to the provision of the School’s co-curricular activities:

SPORT

|  |
| --- |
|  |

OUTDOOR EDUCATION (eg Duke of Edinburgh Award Scheme, Combined Cadet Force etc)

|  |
| --- |
|  |

CREATIVE ARTS / CULTURAL ACTIVITIES / SOCIETIES PROGRAMME

|  |
| --- |
|  |

OTHER

|  |
| --- |
|  |

**Referees**

Please provide three 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 referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

Also note: **Should you be invited to interview, references will be sought at that time.**

|  |  |
| --- | --- |
| 1.  Name:  Are you happy for us to contact this referee at this time? YES or NO *(****delete as appropriate****)*  Organisation Name (if appropriate):  Address:  Postcode:  Telephone Number:  Email:  How do you know him/her: | 2.  Name:  Are you happy for us to contact this referee at this time? YES or NO *(****delete as appropriate****)*  Organisation Name (if appropriate):  Address:  Postcode:  Telephone Number:  Email:  How do you know him/her: |
| 3.  Name:  Are you happy for us to contact this referee at this time? YES or NO *(****delete as appropriate****)*  Organisation Name (if appropriate):  Address:  Postcode:  Telephone Number:  Email:  How do you know him/her: | |

**DECLARATION (please read carefully):**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have not been barred from working with children and am not named as such with the Disclosure & Barring Service, am not subject to any sanctions imposed by a regulatory body (eg. the Teaching Agency), and:

either (**please delete as** **appropriate**):

*I have no convictions, cautions or bind-overs*

or

*I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked Confidential.*

*Please be aware that we will retain this personal data securely and in line with data protection regulations.  It will only be shared with those involved in the recruitment process and will either be destroyed in 12 months’ time if your application is unsuccessful or retained on our database for the duration of your time employed at the School plus at least 7 years.*

NAME SIGNATURE ………………………………………….

DATE ……………………………………………………..

Please email your covering letter (maximum 500 words), together with

this application form, duly completed, and your CV to:

**Dr Alex Peterken, Headmaster**

c/o Jane Drew – Director of Human Resources

Charterhouse

Godalming

Surrey

GU7 2DX

Email: [headmaster\_hr@charterhouse.org.uk](mailto:headmaster_hr@charterhouse.org.uk)

**Monitoring Information**

The information requested on this form does not count towards the assessment of your application.

Candidate’s Candidate’s

Name: Postcode

Role Being Date of

Applied for Application

# Part 1 – Date of birth

|  |  |  |
| --- | --- | --- |
|  |  |  |

# Part 2 - Gender

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Male |  |  | Female |  |

# Part 3 – Ethnic Origin

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** |  | **Black** |  | **Asian** |  | **Chinese and other** |  | **Mixed** |  |
| British |  | African |  | Bangladeshi |  | Chinese |  | Asian & white |  |
|  |  |  |  |  |  |  |  |  |  |
| Irish |  | Caribbean |  | Indian |  | Any other ethnic background |  | Black African & white |  |
|  |  |  |  |  |  |  |  |
| Any other white background |  | Any other black background |  | Pakistani |  |  |  |  |
|  |  |  |  |  | Black Caribbean & white |  |
|  |  | Any other Asian background |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  | Any other mixed background |  |
|  |

# Part 4 - Disability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No |  |  | Yes |  |

Do you have any long-term illness, health problem or disability which may affect your daily activities or the work you can do?”

Is there anything you wish to tell us about your disability? …………………………………………………………………

If you are appointed to this post, do you feel that any special aids or equipment or other adjustments would be required to take account of your disability? If so, please provide details:

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………....

**Thank you for providing us with this information. This form will be treated in the strictest confidence. Please return this form with your application.**

**CAREER HISTORY – Continuation Page**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Employer / Voluntary Organisation / Other** | **Start and Finish Dates**  ***(month & year)*** | **Job Title and General Description of Duties** | **Reason for Leaving** |
|  |  |  |  |