



Post Applied For

1. Personal Details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Surname

First Names

Address

Home Telephone Number

Work Telephone Number

Mobile Number

Email

Post Code

When did you move to this address?

Month

Year

Have you lived at any other addresses during the last five years? If so, please give the dates (month and year) on the attached appendix.

Place of Birth

Previous Surname

Nationality

Full UK Driving Licence?

Yes ☐

No ☐

Teacher Reference Number

2. Education/Qualifications (Secondary, Further & Higher)

Place	Dates <i>from/to</i>	Qualification	Grade

3. Work-related training

Place	Dates <i>from/to</i>	Qualification	Grade

Successful candidates will be required to produce evidence of their qualifications.

4. Employment

(please start with your current or most recent employer. Please account for any gaps in employment since leaving secondary education)

5. Suitability for post

6. Hobbies and Interests

7. Availability

Date available or notice period

8. Referees (Please provide full details, one of whom should be your current or most recent employer.)

Title

Forename

Surname

Address

Postcode

Telephone (Home)

Telephone (Work)

Mobile Number

Email

How does this referee know you?

Title

Forename

Surname

Address

Postcode

Telephone (Home)

Telephone (Work)

Mobile Number

Email

How does this referee know you?

9. Declaration

I confirm that I know of no reason why I should not work with children and that the information I have given in this application is correct and, if found subsequently to be false, then I may be liable for dismissal.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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 at the Disclosure and Barring Service website. www.gov.uk/dbs All other spent connection and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

☐

I have nothing to declare

☐

I enclose a confidential statement

(please tick as appropriate)

I declare that the information I have given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signed

Date

Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the College Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

Appendix

Address	<div></div> <div></div> <div></div> <div></div> <div></div>	From <i>(month and year)</i> :	<div></div>
		To <i>(month and year)</i> :	<div></div>
Address	<div></div> <div></div> <div></div> <div></div> <div></div>	From <i>(month and year)</i> :	<div></div>
		To <i>(month and year)</i> :	<div></div>
Address	<div></div> <div></div> <div></div> <div></div> <div></div>	From <i>(month and year)</i> :	<div></div>
		To <i>(month and year)</i> :	<div></div>
Address	<div></div> <div></div> <div></div> <div></div> <div></div>	From <i>(month and year)</i> :	<div></div>
		To <i>(month and year)</i> :	<div></div>