Application Form

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| **Position Applied For:** | | | |
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|  | **Section 1 – Personal Details** | | |
| Title: Dr/Mr/Mrs/Miss/Ms | | Forename(s): | Surname: |
| Address:  Postcode: | | | Former names: |
| Used until: |
| Preferred name: |
| National Insurance Number: |
| Are you currently eligible for employment in the UK? Yes  No  The school will need sight of your current passport, or failing this another appropriate form of identification as approved by the Home Office. |
| Telephone Number(s):  Home:  Work:  Mobile: | | | Teacher’s DCSF/GTC No. (If applicable): |
| Email Address: | | | Do you have Qualified Teacher Status: Yes  No |

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| **Section 2 – Education**  **Please start with the most recent** | | | | |
| Name of School/College/University | Examinations | | | |
| Subject | Result | Date | Awarding Body |
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| **Section 3 – Other Vocational Qualifications, Skills or Training**  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** | |
| Current/most recent employer: | Current/most recent employer’s address: |
| Current/most recent job title: | Date started: |
| Brief description of responsibilities: | Date employment ended (if applicable): |
| Current salary/salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these: |
| Reason for seeking other employment: | |
| Please state when you would be available to take up employment, if offered: | |
| Do you have any connection to The Granville or anyone at The Granville? | |

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| **Section 5 – Previous Employment and/or Activities since leaving secondary education**  Please continue on a separate sheet if necessary | | | |
| Dates | Name and address of Employer | Position held and/or duties | Reason for leaving |
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| **Section 6 – References**  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. The school intends to take up references from all shortlisted candidates before interview. | | | | | |
| Referee 1 | | | Referee 2 | | |
| Name:  Organisation: | | | Name:  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 |
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| **Section 7 – Recruitment** |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. 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 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 6 months. However, please indicate below if you would like the school to retain your details on file so that you can be notified of future vacancies, which may be of interest to you.  Would you like the School to retain your details if your application is unsuccessful?  Yes  No |
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| **Section 8 - Suitability** |
| Please write a statement giving your reasons for applying for this post and why you believe you are suitable for the position. |
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| **Section 9 – Declaration** |
| * 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 List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which would 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 consent to the School processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process.   Signature: Date:  Please note if you are signing this form electronically you will be asked to sign the form at the interview. |

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| **Section 10 – Criminal Records** |
| An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS. 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.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. |