| **Application Form** |
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| **Position:** |  |
| **School:** |  |

| Section 1: Personal Details  Section 1 will kept within HR during the recruitment process, all other sections will be seen by Shortlister’s/interviewing panel | | | |
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| **Title**: Dr/Mr/Mrs/Miss/Ms/Other | **Forenames**: | **Surname**: | |
| **Date of birth**: | **Preferred name**: | **Former name**: | |
| **Qualified Teacher Status provide TRN number**  (if applicable): | | **National Insurance number**: | |
| **Address**: | | **Home phone number**:  **Work number**:  **Mobile number**:  **Email address**: | |
| **Are you eligible for employment in the UK?** | | Yes | No |
| *If no, please provide details*: | | | |
| **Do you hold a current driving licence?** | | Yes | No |
| **Do you have endorsements?** | | Yes | No |
| *If yes, please provide details*: | | | |
| **What class of vehicle are you licensed to drive?** | |  | |
| **Do you know/are you related to any person at Warwick Independent Schools Foundation?** | | Yes | No |
| *If yes, please provide details*: | | | |
| **Where did you learn about this vacancy?** | |  | |

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| Title: Dr/Mr/Mrs/Miss/Ms/Other | Forenames: | Surname: |

| **Section2: Education**  Please start with most recent |
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| **Name of  school/college/university** | **Dates of attendance** | | | **Examinations** | | | |
| **Subject** | **Result** | **Date** | **Awarding body** |
|  | From: dd / mm / yy | | |  |  |  |  |
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| To: dd / mm / yy | | |
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| **Section 3: Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills you possess or training you have received  which you consider to be relevant to the role for which you have applied. |
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| **Section 4: Employment** |

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| **Current/Most Recent Employment** | | | |
| **Name and address of employer:** |  | | |
| **Current/most recent job title:** |  | | |
| **Brief description of responsibilities:** |  | | |
| **Date commenced employment:** |  | | |
| **Date employment ended (if applicable):** |  | | |
| **Salary/salary on leaving:** |  | | |
| **Do you/did you receive any other employee benefits?** | Yes | No | *If yes, please provide details* |
| **Reason for seeking other employment:** |  | | |

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| **Previous Employment History and/or Activities Since Leaving Secondary Education** | | | | |
| **Dates** | | **Name and address of employer** | **Position Held** | **Reason for leaving** |
| To | From |
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| **Section 5: Gaps In Employment**  If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates |
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| **Section 6: Interests**  Please give details of your interests, hobbies or skills,  in particular any which could be of benefit to the organisationfor the purposes of enriching its extra-curricular activity. |
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| **Section 7: Suitability**  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 the duties of the post. Continue on a separate sheet if necessary. |
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| **Section 7 continued:** |
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| **Section 8: Criminal record** | | |
| An offer of employment is conditional upon the organisation receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the organisation considers to be satisfactory. The Enhanced Check for Regulated Activity from the DBS will include a check of the Children's Barred List, in respect of all positions, which amount to regulated activity. It is unlawful for the organisation to employ anyone who is barred from working with children, and it is a criminal offence for any person who is barred from working with children to attempt to apply for a position. If you are successful in your application you will be required to complete an online DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The organisation is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings, including those which would normally be considered "spent" under the Act, must be declared, subject to the DBS filtering rules.  If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the organisation’s objective assessment procedure.  Before answering these questions please refer to the DBS information on filtering and spent convictions  [**https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/266493/Filtering\_rules\_for\_criminal\_record\_check\_certificates\_v2.2.pdf**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266493/Filtering_rules_for_criminal_record_check_certificates_v2.2.pdf) | | |
| **Have you been convicted by the courts of any criminal offence?** | 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 |
| If answering "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 9: 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 organisation reserves the right to take up references from any previous employer. The organisation may take up references from all shortlisted candidates before interview, unless otherwise informed otherwise. | | | | | |
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| **Referee 1** | | | **Referee 2** | | |
| Name: | | | Name: | | |
| Organisation: | | | Organisation: | | |
| Address: | | | Address: | | |
| Telephone number:  Email address:  Relation to you: | | | Telephone number:  Email address:  Relation to you: | | |
| Occupation: | | | Occupation: | | |
| May we contact prior to Interview? | Yes | No | May we contact prior to interview? | Yes | No |

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| **Section 10: Recruitment** |
| It is the organisation’s policy to employ the best qualified personnel and to provide equal opportunity 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 or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the organisation’s Child Protection Policy can be found on the relevant school’s website and is available for download. Please take the time to read it as it will be referred to during any interview that you might be invited to attend.  If your application is successful, the organisation 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. |

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| **Section 11: Declaration** |
| 1. I confirm that the information I have given on this application form is true and correct to the best of my knowledge. 2. I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. 3. 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. 4. I consent to the organisation processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. 5. I consent to the organisation making direct contact with the people specified as my referees to verify the reference. |

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| **Signed:** |  |
| **Date:** |  |