**APPLICATION FORM1**

**Sherborne School Recruitment and Selection Policy Statement**

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service (DBS).

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| POSITION APPLIED FOR:      The successful applicant will be required to provide an Enhanced Disclosure from the DBS. |
| SURNAME:       | FORENAMES:       |
| PREVIOUS NAMES USED:       | PREFERRED FORENAME USED:       |
| CURRENT ADDRESS:      | TEL (HOME):       |
| TEL (WORK):       |
| MOBILE:       |
| DATE OF BIRTH1:       |
| EMAIL ADDRESS:       | N.I. NUMBER:       |
| DO YOU HAVE THE RIGHT TO WORK IN THE UK? Yes [ ]  No [ ]  RESIDENCY [ ]  / WORK PERMIT [ ] Please give details:       |
| EDUCATION & QUALIFICATIONS: Please give details of any professional, technical, academic or vocational qualifications (to include the award body and date the award was issued), including dates of admission and name of School/College/University. |
| SCHOOL / COLLEGE / UNIVERSITY | FROM / TO1MONTHS + YEARS  | QUALIFICATIONS / EXAMINATIONS PASSED |
|       |       |       |
| If shortlisted for interview you will be required to bring proof of your qualifications with you. |

1 NOTE: These questions (including requirements for dates) are included for the purposes of Child Protection and Safer Recruitment Guidance. If you have any concerns relating to these questions, please feel free to leave blank and explain your concerns separately in writing to us.

**EMPLOYMENT HISTORY – Starting with your present/last occupation, please give details in the columns provided. Include any part time or voluntary work as well as
full-time employment, include start and end dates (in the format of month and year), explanations for periods not in employment and reasons for leaving employment. Please feel free to continue this section on an additional page.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FROM / TOMONTH / YEAR1 | NAME & ADDRESS OF COMPANY AND NATURE OF THEIR BUSINESS | POSITION HELD – KEY RESPONSIBILITIES AND DUTIES | LEAVING SALARY | REASONS FOR LEAVING |
|       |       |       |       |       |

NOTICE PERIOD REQUIRED FROM CURRENT EMPLOYER:

**REFEREES**: Please give names and addresses of two referees, one of which must be your current/last employer. (If you are not currently working in an environment with children, but have done in the past, your 2nd reference must be your last employer in an environment working with children.)

**WE ARE UNABLE TO ACCEPT REFERENCES FROM A RELATIVE OR PEOPLE WRITING SOLELY IN THE CAPACITY OF FRIENDS.**

|  |  |
| --- | --- |
| REFEREE 1:     | REFEREE 2:      |
| Tel:       | Tel:       |
| Email:       | Email:       |
| Referees will be approached if you are shortlisted for interview – please confirm your acceptance of this by ticking this box:[ ]   | Referees will be approached if you are shortlisted for interview – please confirm your acceptance of this by ticking this box: [ ]  |

**NOTES**:

1. If you are shortlisted, references will normally be taken up prior to interview. If you have any concerns with this please let us know (this could potentially delay your start date if you are appointed and/or result in the need for a further interview.)
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is ‘time expired’, whether there have been any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

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| DO YOU POSSESS A CURRENT DRIVING LICENCE? YES [ ]  NO [ ]  |
| DO YOU HAVE ANY ENDORSEMENTS OR DISQUALIFICATIONS? YES [ ]  NO [ ]  |
| LEISURE INTERESTS:       |
| PLEASE PROVIDE A STATEMENT OF YOUR PERSONAL QUALITIES AND EXPERIENCE THAT YOU BELIEVE ARE RELEVANT TO YOUR SUITABILITY FOR THIS POST. (If you would like to give fuller details, please feel free to continue this section on an additional page).      |

**DECLARATION / ACKNOWLEDGEMENT**

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| 1. PLEASE DECLARE ANY FAMILY OR CLOSE RELATIONSHIP TO EXISTING EMPLOYEES AT SHERBORNE SCHOOL (INCLUDING GOVERNORS). YES [ ]  NO [ ]

Please give details:       |
| 1. YOU ARE REQUIRED TO DISCLOSE ANY CONVICTIONS, CAUTIONS, REPRIMANDS OR FINAL WARNINGS THAT ARE NOT “PROTECTED” AS DEFINED BY THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (AS AMENDED IN 2013) BY SI 2013 1198. PLEASE SIGN THE STATEMENT BELOW OR ATTACH DETAILS IN A SEALED ENVELOPE MARKED CONFIDENTIAL.

“I AM NOT ON THE DEBARRED LIST, DISQUALIFIED FROM WORKING WITH CHILDREN, SUBJECT TO SANCTIONS IMPOSED BY A REGULATORY BODY, E.G. THE GENERAL TEACHING COUNCIL (GTC), AND HAVE NO CONVICTIONS OR BINDOVERS.”SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. IN ORDER TO PROMOTE SAFER RECRUITMENT AND SELECTION IN EDUCATION SETTINGS (IN LINE WITH THE DEPARTMENT FOR EDUCATION) YOU ARE REQUIRED TO READ THE SHERBORNE SCHOOL APPLICATION PACK EITHER ENCLOSED WITHIN OR ON THE SHERBORNE SCHOOL WEBSITE (LISTED AS SUPPLEMENTARY INFORMATION FOR ALL APPLICANTS). THE PACK INCLUDES RECRUITMENT AND SELECTION EXPLANATORY NOTES, APPLICATION FORM, JOB DESCRIPTION WITH RECRUITMENT AND SELECTION POLICY STATEMENT, POLICY ON THE RECRUITMENT OF EX-OFFENDERS, AND THE SCHOOL’S SAFEGUARDING POLICY. PLEASE SIGN TO CONFIRM YOU HAVE READ THE DOCUMENTS LISTED ABOVE.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PROVIDED IN THIS DOCUMENT IS CORRECT AND GIVES A FAIR REPRESENTATON OF MY QUALIFICATIONS AND EMPLOYMENT HISTORY. I UNDERSTAND AND HEREBY GIVE MY CONSENT TO THIS INFORMATION BEING USED ONLY FOR THE PURPOSES OF RECRUITMENT AND CANDIDATE MONITORING. I AM AWARE THAT GIVING FALSE INFORMATION IS AN OFFENCE AND COULD RESULT IN THE APPLICATION BEING REJECTED, OR SUMMARY DISMISSAL, IF SELECTED, AND POSSIBLE REFERRAL TO THE POLICE.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Sherborne School HR Department**

NOTE: If you are returning this form electronically, please note that you will be required to sign it at interview.

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www.sherborne.org/vacancies