**PRIVATE AND CONFIDENTIAL (WHEN COMPLETED)**



High March

Ledborough Lane

Beaconsfield

Bucks

HP9 2PZ

**EMPLOYMENT APPLICATION FORM**

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| **DETAILS OF POST APPLIED FOR** |
| **Name of Applicant:** |
| **Job Title: Classroom Assistant** |
| **Closing date for receipt of applications: 5pm on Monday 28 January 2019** |

This Application form has been drafted in accordance with the requirements of the DfE publication “Safeguarding Children and Safer Recruitment in Education” which came into force 1 January 2007, and the Data Protection Act.

Please ensure that within this form you provide a **full history, without any gaps and in chronological order,** since leaving full-time education, including periods of post-secondary education and training. Please also include any part time and voluntary work as well as full-time employment, with start and end dates.

**At High March we have one application form for all positions. Please fill in the elements relevant to the position you have applied for.**

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**Please identify, with explanation, any periods when you were not in employment, education or training.**

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| **PERSONAL DETAILS** | |
| **Title:** |  |
| **Surname:** |  |
| **Forename(s):** | Date of birth: |
| **Other former names such as maiden name:** | National insurance number: |
| **DfE reference number (where applicable):** |  |
| **Please state where you saw this position advertised:** |  |
| **Do you have Qualified Teacher status (QTS)?** |  |
| **Address:**  **Postcode:** |  |
| **Telephone numbers**  **Home:**  **Mobile:**  **Work:** |  |
| **Email Address:** |  |
| **May we contact you at work? (YES/NO)** |  |
| **Do you need a work permit?** |  |
| **Do you have permission/entitlement to work in the UK?** |  |
| **Do you hold a valid UK driving licence?** |  |

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| **PRESENT or MOST RECENT EMPLOYMENT DETAILS** |
| **Are you currently employed or unemployed?** |
| **Name and address of current or most recent employer:** |
| **Job Title:** |
| **Nature of business:** |
| **Current Salary:** |
| **Start date of current or most recent employment:** |
| **Leaving date or notice required:** |
| **When would you be able to start work?** |
| **Reason for leaving current or most recent employment:** |

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| **Please give a brief description of your current or most recent duties / responsibilities and achievements or attach a copy of your Job Description.** |
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**Please identify, with explanation, any periods when you were not in employment, education or training.**

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| **PREVIOUS EMPLOYMENT DETAILS (IN CHRONOLOGICAL ORDER)** | | | | |
| **Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.** | | | | |
| **Employer’s name and address** | Job title | Dates employed | | Reason for Leaving |
| From | To |
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| **GAPS IN YOUR EMPLOYMENT HISTORY** |
| **Please give details of any gaps in your employment history below:** |
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| **EDUCATION AND OTHER TRAINING DETAILS** | | | |
| **Please list all universities / colleges / schools attended together with details of other training you have undertaken relevant to the position you have applied for. Please include any ‘O’ levels, GSCE’s, A levels etc.** | | | |
| **Name of university / college / school** | From | To | Qualifications / skills / training courses and results (where appropriate – see also below) |
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| **Please give details of your ICT skills indicating a level of expertise if possible:** | | | |

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| **PROFESSIONAL / OTHER QUALIFICATIONS** | | |
| **Qualifications obtained** | Date | Awarding body |
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| **GENERAL QUESTIONS** |
| **Please give details of any membership of any professional body to which you belong:** |
| **Please give details of any courses you have attended in the last five years:** |

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| **Please list any specialist subject(s) that you would be able to teach if you are applying for a teaching post in Years 3 to 6:** |
| **Please give details of any membership of working parties or committees below:** |
| **How many days absence from work have you taken in the last twelve months:** |
| **Please list your wider activities and interests:** |

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| **REFEREES** | |
| **Please give the name, address and other contact details of at least two referees who can comment on your suitability for this position. One must be your current or most recent employer. (NOTE: If you are an applicant who is not currently working with children, but has done so in the past, one referee must be the employer by whom you were most recently employed in work with children).**  **A referee who is a current or previous employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired, whether you have been the subject of any child protection concerns, and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, your previous relevant employer will be asked about these issues.**  **References will not be accepted from relatives or from people writing solely in the capacity of friends. ‘Open references’ cannot be accepted. We reserve the right to take up further references from any other previous employer.**  **To comply with good practice for safeguarding children, references will be obtained prior to any formal interview.** | |
| **REFEREES** | |
| **Current / most recent employer**  **Name:**  **Address:**  **Telephone no:**  **Fax no:**  **Mobile no:**  **Email address:**  **In what capacity do you know this referee?** | Other referee  Name:  Address:  Telephone no:  Fax no:  Mobile no:  Email address:  In what capacity do you know this referee? |
| **Please give as much information as you can above, as it can sometimes be difficult to contact referees. Email addresses are essential and we will need to telephone your referees to verify your references (pursuant to safeguarding legislation).** | |

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| **Statutory Requirements** |
| **Please note: the post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and ‘bind-overs’, including those regarded as ‘spent’, must be declared. Please sign the declarations within this box.**   * **I am not recorded on the Children’s Barred List.** * **I am not disqualified from work with children.** * **I am not subject to sanctions imposed by a regulatory body (e.g. NCTL).** * **I am not subject to a prohibition order, nor disqualified by association within the meaning of the Childcare Act 2006 (Disqualification Regulations 2009)**   **Signature: Date:**   * **I have no convictions, cautions or ‘bind-overs’, or if I do I have attached to this form details of their record in a sealed envelope marked “confidential”.**   **Signature: Date:** |

High March is an Equal Opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that, where appropriate, the successful applicant will be required to provide a DBS Disclosure at the appropriate level for the post.

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| **SUMMATIVE DECLARATION** |
| **I declare that to the best of my knowledge and belief the information given above is correct and that I know of no reason, on grounds of mental or physical health why I should not be able to discharge the responsibilities required by the post in question.**  **I confirm that I do not require High March to make any further reasonable adjustments to working conditions /equipment to accommodate any disability/condition other than those disclosed above. I understand that my employment with the School is conditional upon verification of my medical fitness and that I may be required to attend a medical examination.**  **I understand that any false statement on this form is an offence and may result in my application being rejected, also that failure to disclose relevant information or providing false information may result in termination of my employment, the withdrawal of an offer of employment or my summary dismissal from High March if selected / appointed, and possible referral to the police.** |

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**Applications will only be accepted using this form and with an accompanying handwritten letter of application**. **CVs will not be accepted in place of an application form.** Using the person specification that you have been sent with your application pack, your letter should demonstrate, using examples, your suitability for the positions you are applying for. Please include your reasons for applying for and interest in this position. This should include any relevant experience gained whilst undertaking previous jobs and from “other-than-paid” work such as at home, in the community or through voluntary, leisure or college activities.

Please note that incomplete or incorrectly completed application forms will be returned to, or queried with, the applicant where the deadline for completed application forms has not passed.

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| **Signature: Date:** |

**PLEASE RETURN THE COMPLETED FORM TO:** head@highmarch.bucks.sch.uk

**OR POST TO:**

Mrs S. J. Clifford, Headmistress

High March

Ledborough Lane

Beaconsfield, Bucks, HP9 2PZ