



Position applied for	
How did you hear of this position?	

Personal details

Full name			
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>		
Maiden name or previous names			
Current Address:	Daytime telephone number:		
	Mobile No:		
	Home No:		
Post Code:	Email:		
Correspondence Address (if different from above):			
Post Code:			
Previous Address: (If resident at current address for less than five years please provide any previous addresses during this period with dates.)			
Post Code:			
Are you currently entitled to live and work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> (Under the Immigration, Asylum and Nationality Act 2006, you will be asked to produce original documentation prior to your start date)			
If no, please provide details:			
Please indicate if you have lived abroad in the last 10 years			
Country:	Dates from:	To:	
Place of birth:	National Insurance No:		

Shaded areas to be completed by applicants for Teaching Posts only	
Teacher's DFE Reference Number: (also known as Teacher Reference Number TRN)	Do you have qualified teacher status (QTS)? QTS number: Date obtained:
Are you registered with GTC? Yes <input type="checkbox"/> No <input type="checkbox"/>	Probationary period/NQT induction year completed? Yes <input type="checkbox"/> No <input type="checkbox"/> Please give date completed or terms left to complete if 'no':
Do you hold a current First Aid at Work Certificate/Paediatric First Aid? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details and date of expiry.	Do you hold a current UK driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> Does your licence entitle you to drive any class of minibus (indicated by D1 on your licence)? Yes <input type="checkbox"/> No <input type="checkbox"/>
What Child Protection Training, if any, have you attended and when? 	
Are you related to, or a close friend of a member of staff, governor or pupil of this school? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state name(s) of the person(s) and relationship: 	

Educational and Academic Qualifications

Starting with the most recent, please give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained.				
Name of School, College, University etc.	Dates Attended From/To	Full or Part Time	Examination taken or to be taken (with dates)	Results/ Qualifications obtained and name of awarding body

Membership of relevant professional institutes

Please provide details of your membership of any relevant professional institutes, being sure to state if membership is by examination or otherwise.		
Institute/Professional body	Level of Membership	Year of Award

Employment details – current or last employer

Name and address of current/most recent employer or college/school	Job Title:	
	Start Date:	Notice required:
	Salary:	Date of leaving (if applicable):

Briefly outline your main duties and responsibilities:
Reason for leaving/wishing to leave:

Previous employment

A full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or training, and reasons for leaving employment. Continue on a separate sheet if necessary.			
Name & Address (including nature of business)	From/To (exact dates)	Position and Salary	Reason for leaving

Please provide details of any employment and/or unpaid/voluntary work that, if your application, was successful you would continue while at the school:

Breaks in Employment/Education

If there are any periods of time that have not been accounted for in your application, for instance, period spent raising family or of extended travel, please give details of them here with dates. The information provided on this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment, and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (From/To)	Activity

Personal Statement

Please provide a written statement of no more than 1250 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability to this post and how you meet the candidate specification. Continue on a separate sheet if necessary.

Interests/Hobbies and Skills

Please give details of any interests, hobbies or skills that you can bring to Claremont School

References

Please provide details of two referees. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference. All professional referees should be from different organisations. Please note that references will not be accepted from relatives or from those writing solely in the capacity of a friend.

Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed to work with children.

A job offer will not be made without two references.

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

Present/last employer referee	
Name	
Address	
Tel No:	
Mobile No:	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Second employer or academic/character referee (please indicate which)	
Name	
Address	
Tel No:	
Mobile No:	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Disclosures

Any offer of employment will be conditional upon the School receiving a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau (CRB)). The successful candidate will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with the DBS Code of Practice.

The School is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions, cautions, reprimands and final warnings, including those regarded as “spent” under the Act, regardless of how long ago. Disclosure of a criminal record will not automatically debar you from employment; each case will be assessed fairly by the School prior to offering employment.

(please delete as appropriate)		
Have you been convicted by any courts of a 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
Have you been disqualified from working with children?	YES	NO
Are you named under section 452 Education Act 2002 (formerly known as inclusion on the DfE List 99)	YES	NO
Are you subject to any sanctions imposed by a regulatory body, e.g. the GTC?	YES	NO

If you have answered 'Yes' to any of the above questions please provide details on a separate sheet and send this in a sealed envelope marked "**Confidential**", with your name on it, along with your application form.

Disqualification by Association

Claremont School asks applicants who are applying to work in the early and later years provision and those who are directly involved in the management of such provision to provide relevant information about themselves or a person who lives or works in the same household as them, in order to determine whether or not the disqualification by association requirement applies.

The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also include, in summary, that:

- They have been cautioned for or convicted of certain violent and sexual criminal offences against children and adults
- They have orders relating to the care of children (including where an order is made in respect of a child under the person's care)
- They have had their registration refused or cancelled in relation to childcare or children's homes or have been disqualified from private fostering
- They are living in the same household where another person who is disqualified lives.

Please confirm that, to the best of your knowledge, you or anyone who lives or works in the same household as you (for example, family members, lodgers, house sharers,

household employees etc.), are not disqualified from working with children under the regulations based on the criteria outlined above.

I agree to inform Claremont School if my circumstances change.

Signed: _____ Date: _____

If the Disqualification by Association requirement applies, please give particulars:

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Declaration

I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false or misleading information or deliberate omission may, in the event of my employment, result in dismissal or disciplinary action.

I give my consent for Claremont School to undertake any necessary checks on the DBS update service.

I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy Claremont School of my suitability for employment at its school. I hereby authorise Claremont School and its agents to verify the information that I have provided and agree that any person who is contacted as part of this verification process may provide Claremont School with any information about me which that person holds that is relevant to my application.

I understand that information given in this application, and any other subsequent information provided, will be held on computer and processed in accordance with the Data Protection Act 1998 and I consent to the storage and use of such information for employment purposes.

Signed: _____ Date: _____

Print Name: _____

How to return your form

Please submit by email to recruitment@claremontschool.co.uk

You can also send your completed application form by post or in person to:

Sally Thorn
Head's PA
Claremont Senior School
Bodiam
Robertsbridge
TN32 5UJ
01580 830396

or Lucy Tooke
Head's PA
Claremont Prep School
Ebden's Hill
St Leonards-on-Sea
TN37 7PW
01424 751555

The information provided within this form will be processed by Claremont School in accordance with the General Data Protection Regulations 2018. By providing the information requested, you are giving your consent for the data to be processed by Claremont School