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| **Maidwell Hall Print**  **Registered Charity No:**  **309917** | **MAIDWELL HALL**  **Maidwell, Northamptonshire NN6 9JG**  **TELEPHONE: 01604 686234**  **FAX: 01604 686659** | ***PRIVATE AND CONFIDENTIAL***  **APPLICATION FORM**   1. **To be completed by all those applying for any appointment in the School.** 2. **Please complete all of this form unless noted otherwise.** |
| **PART ONE** | |  |
| **Title:** **(Mr, Mrs, Miss, Ms)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code:\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Contact details:**  **Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Position applied for** | | **Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NI No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Teachers DfE No (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Do you have Qualified Teacher Status: Yes/ No** |
| **Equal Opportunities**  Maidwell Hall School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, or physical/mental disability. We are an equal opportunities employer and the questions in this section are designed to ensure that we do not discriminate against any applicant and our policy of equal opportunities is implemented. Maidwell Hall welcomes applications from people with disabilities. So that we know of any reasonable adjustments that may need to be made for interview or at work, please give details of any disability you may have. If you have none please state ‘none’.   |  | | --- | |  |   **Health**  Have you suffered or do you suffer from any medical condition which would need to be considered when working for the school:  Yes No  If YES please give brief details:      Please give details of any absences of two weeks or more over the past two years (write ‘none’ if applicable) | | |

**PART TWO**

**Employment details**

Note: previous employers may be approached by the School, but we will inform you before doing so. Continue on a separate sheet if required**.** If you have a formal CV with employment details then please attach this instead**.**

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| --- | --- | --- | --- | --- | --- |
| Dates | | Name and address of employer (most recent first) | Brief details of duties with position held | Wage/  Salary | Reason for leaving |
| From | To |
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**Educational and Professional details**

Note: If you have a formal CV showing educational and professional details then please attach this instead.

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| --- | --- | --- | --- | --- |
| Dates | | Full name of School, College or University (most recent first) | Examination subjects taken with results  (give dates examined with grades obtained e.g. pass or fail) | Responsibilities held  (Societies, teams, offices) |
| From | To |
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**References**

Please provide the names and addresses of **TWO** referees, one of whom should be your present (or most recent) employer and indicate the capacity in which the other referee knows you. Referees should have known you for at least two years but must not be related to you:

1. Previous or most recent employer: 2. Second Referee

Name Name

Position Position

Address Address

Postcode Postcode

Tel No: Tel No:

How does this referee know you?

**Other Details**

Why are you interested in this position? (For teaching appointments this should be in your written letter accompanying this application form)

What hobbies, interests do you have?

**PART THREE**

**Disclosure of Criminal Record**

Applicants must read the School’s ‘Disclosure Policy’ on page 4 of the application form before completing this page.

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**Q1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?** (Note: the post you have applied for is exempted from the *Rehabilitation of Offenders Act 1974*, which means that **all** convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.)

YES/NO(put a ring around your answer)

If your answer is yes, please give details on a separate sheet in a sealed envelope marked ‘confidential’ with this application form.

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**Q2. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?**

YES/NO (put a ring around your answer)

If your answer is yes, please give details on a separate sheet in a sealed envelope marked ‘confidential’ with this application form.

**PART FOUR**

**Declaration:**

**I confirm that the information I have given on this form is correct and complete, and that misleading or false statements may be sufficient for cancelling any offer of employment that has been made. I agree to a Disclosure being sought by the School from the CRB in connection with my application for employment. I have read and understood the School’s Disclosure Policy.**

Signature …………….…………………………………… Date ……………………..

The information that you provide on this form will be held and processed in accordance with the principles of UK data protection legislation. If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you.

**SCHOOL POLICY**

**REQUIREMENT**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 sets out those regulated occupations for which candidates are required to agree to have a criminal record background check as to their suitability for the post. Working with children is listed as one of them.

All candidates applying for such appointments are required, by the School, to agree to a check being made into their background and whether they have a criminal record or not. This check will be carried out by the Criminal Records Bureau (CRB) on behalf of the applicant and a copy sent to the School.

**PURPOSE**

The purpose of this enquiry is to facilitate and make more informed decisions by the School, on behalf of pupils and parents, about the suitability of those seeking to work at the School in positions of trust and with children. The School regards the following appointments as cause for a background check:

1. All teachers
2. All residential staff
3. All grounds and maintenance staff
4. Any other employee for whom the School regards a check as necessary.

**CONFIDENTIALITY**

Any information disclosed either by the individual, to the School, or by the CRB check will be treated with sensitivity as stipulated in the CRB Code of Practice and the Data Protection Act. Information will be handled, stored and interpreted with the utmost confidentiality. If the applicant is unsuccessful in their application all such information held by the School will be shredded / destroyed without delay.

**REFUSAL BY CANDIDATE PRIOR TO INTERVIEW OR EMPLOYMENT**

A candidate applying for a regulated post who refuses to agree to a criminal background check will have their application returned.

**NON - DISCLOSURE**

Any candidate who fails to disclose at before or at interview a criminal background which is subsequently discovered at a later date may have their employment terminated on the grounds of deception. For the purposes of this check the applicant must include all ‘spent’ convictions.

**DISCLOSURE**

Any candidate who discloses a criminal background before or at interview may not necessarily have their application refused. The School will, at its discretion, make a decision based on the individuals past misdemeanour, the post applied for and the merits of the case.