

Application Form

|  |  |
| --- | --- |
| Post Applied For: |  |
| Where did you hear about this post or see it advertised?  |  |

Thank you for your interest in Uppingham Cairo.

This application form is your opportunity to tell us about the skills, experience and attributes you feel are relevant to this role. You are required to complete all sections.

Please complete this form in black ink and write clearly (if handwritten). If you run out of room in any section please continue on a separate sheet, clearly indicating the relevant section numbers at the top of the page.

All applicants will be short-listed based on the information provided on this form. CVs can be included as an addition to your application but not in place of the form or any section of it.

Please return completed applications to: hr@uppinghamcairo.com

##

|  |
| --- |
| **1. PERSONAL DETAILS** |
| Surname:  | Title:Mr [ ]  Mrs [ ]  Miss [ ]   Ms [ ]  Other:  |
| Please list all previous names used:  |
| Forename:  | Middle Names:  |
| Current Address:  | Contact Numbers: Please tick next to which methods of contact you would like us to use. Please do not list a work telephone number if you are not happy to be contacted at work under any circumstances. |
| Postcode:  |
|
| Home:  | [ ]  |
| Mobile:  | [ ]  |
| Work:  | [ ]  |
| Email:  | [ ]  |
| Marital Status:Age/Gender of Children:If applicable is your partner seeking a position at Uppingham Cairo? |  |

|  |
| --- |
| **2. EDUCATION AND QUALIFICATIONS** |
| Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there.It is School policy to verify the qualifications of successful applicants, and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. |
|  Secondary School(s) attended: |
| Name and Location  | Dates Attended | Qualifications Attained (Awarding Body, Subject, Level & Grade) *Brief summary only* |
| From(mm/yy) | To(mm/yy) |
|  |  |  |  |

|  |
| --- |
| Higher / Further Education: |
| Name and Location | Dates Attended | Qualifications Attained (Awarding Body, Subject, Level & Grade) |
| From(mm/yy) | To(mm/yy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Other Awards, Qualifications and courses attended (please include any CPD): |
| College, Education Centre or Institution | Dates Attended | Award/Course Title and Qualification |
| From(mm/yy) | To(mm/yy) |
|  |  |  |  |

|  |
| --- |
| Publications. Please include details of any publications, for example newspaper, magazine or website articles you have written or contributed to: |
|  |

|  |
| --- |
| **3. EMPLOYMENT HISTORY** |
| Starting with your current / most recent position, please provide details of your employment since leaving full-time education. Note: To satisfy the requirements for safer recruitment we need to ask for your full employment record. Any gaps between jobs or between finishing education and first employment should be added in Section 4.  |
| Current Position |
| Dates ofEmployment | Name and Address of Employer | Job Title and brief summary of main responsibilities of the position |
| From(mm/yy) | To(mm/yy) |
|  |  |  |  |
| If applicable, please describe the type of school including age range, number of pupils, boarding, day, co-ed etc: |
| Current salary and package: |
| Notice period: |
| Reason for Leaving: |

|  |
| --- |
| Previous Positions – starting with most recent |
| Dates ofEmployment | Name and Address of Employer | Job Title and brief summary of main responsibilities  |
| From(mm/yy) | To(mm/yy) |
|  |  |  |  |
| Reason for leaving |
|  |

|  |
| --- |
| Previous Positions – continued |
| Dates ofEmployment | Name and Address of Employer | Job Title and brief summary of main responsibilities  |
| From(mm/yy) | To(mm/yy) |
|  |  |  |  |
| Reason for leaving |
|  |
|  |  |  |  |
| Reason for leaving |
|  |
|  |  |  |  |
| Reason for leaving |
|  |
|  |  |  |  |
| Reason for leaving |
|  |
|  |  |  |  |
| Reason for leaving |
|  |

|  |
| --- |
| **4. GAPS IN EMPLOYMENT** |
| Please give details of any gaps in your employment since leaving full-time education: |
| From(mm/yy) | To(mm/yy) | Reason |
|  |  |  |

|  |
| --- |
| **5. INTERESTS & ACTIVITIES** |
| Please tell us about your interests and activities outside work. |
|  |

|  |
| --- |
| **6. OTHER COMMENTS** |
| Are there any other comments that you would like to make about yourself or your application, or anything you would like the selection panel to know? |
|  |

|  |
| --- |
| **7. SUPPORTING INFORMATION** |
| Please make specific reference to the job description/person specification and give evidence for each statement making sure it is relevant to this position: |
| Please tell us why you wish to leave your current role and why you are interested in this position. |
|  |
| Tell us how your qualifications, skills & experience make you a good candidate for this position. |
|  |
| Explain how you will develop the role and what personal qualities you will bring to the School. |
|  |

|  |
| --- |
| **8. REFEREES** |
| Please provide the names and addresses of three professional referees and one personal referee. At least two should be from employers, including a referee from your current or most recent employer. 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.Please ensure you only provide us with information or details for referees who have agreed to their inclusion. The School reserves the right to take up references from any previous employer. Referees will be contacted to verify the reference.References will not be accepted from relatives or from referees writing solely in the capacity of friends. |
|  | Referee 1 | Referee 2 |
| Name: |  |  |
| Full Address: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| How do you know this person? |  |  |
| Occupation: |  |  |
|  | May we contact this referee prior to interview? YES [ ]  NO [ ]  | May we contact this referee prior to interview? YES [ ]  NO [ ]  |
|  | Referee 3 | Referee 4 |
| Name: |  |  |
| Full Address: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| How do you know this person? |  |  |
| Occupation: |  |  |
|  | May we contact this referee prior to interview?  YES [ ]  NO [ ]  | May we contact this referee prior to interview? YES [ ]  NO [ ]  |

We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. A completed application form helps us to compare individuals on like for like information and as such we do not accept a CV as the only form of application. However please feel free to attach a copy of your CV to your completed application form as supporting documentation.

|  |
| --- |
| **9. OTHER INFORMATION** |
| Uppingham Cairo is an equal opportunity employer. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected based on their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School. |
| Reasonable adjustments |
| Do you have any disability that may require reasonable adjustments to be made during the selection process? If yes, please give details below: | Y/N |
| Conflict of interest |
| Do you have any connection with Uppingham Cairo or Uppingham UK? If yes, please provide brief details below: | Y/N |

|  |
| --- |
| **10. SAFER RECRUITMENT AND THE REQUIREMENT FOR ENHANCED CHILD PROTECTION CHECKS** |
| The successful applicant will be required to complete an International Child Protection Certificate (ICPC) application for the position if they are (or have been) based in the UK. Overseas Police Checks will be required for staff who are (or have been) based in other countries, to cover each period of overseas employment. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.Any appointment is offered subject to satisfactory background checks which include but are not limited to:* + Satisfactory medical clearance.
	+ At least 4 references that are satisfactory to the School.
	+ Satisfactory background checks including but not limited to:
		- ICPC
		- TRA checks (thru’ COBIS)
		- ID checks
		- Internet searches
		- Police checks
		- Qualifications checks
 |

|  |
| --- |
| **11. ADDITIONAL IDENTIFICATION** |
| Date of Birth (dd/mm/yy):Place of Birth:Nationality:National Insurance Number (UK nationals only):Do you hold a valid current driving licence? Y/N Country of Issue: Passport Number:QTS Award Date (Teachers only):Teacher Reference Number (Teachers only):  |

|  |
| --- |
| **12. DISCLOSURE AND BARRING CHECKS** |
| Do you have 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)?  | Y/N |
| Is there any reason why you may not be suitable to work with children or vulnerable adults? If yes, please explain: | Y/N |
| Have there been any Child Protection concerns/investigations about you in the past (excluding those proven to be false, unsubstantiated or malicious)? If yes, please explain: | Y/N |
| Have you lived outside the UK for a period of three months or longer within the last five years? If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies you are listed: | Y/N |

|  |
| --- |
| **13. TRANSFERRING YOUR PERSONAL DATA OUTSIDE THE EEA** |
| As the selection panel for the position you are applying for is permanently based outside the EEA, and the position you are applying for is located outside the EEA, do you agree to us sending your personal data outside of the EEA in order to proceed with the selection process? Please note that we employ rigorous data security standards. However, Egypt has different laws and data protection compliance requirements. | Y/N |

|  |
| --- |
| **14. DECLARATION** |
| * I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and binding-over orders, other than those protected under the 2013 Exceptions Order to that Act, must be declared. I have not been disqualified from working with children, am not named on the Children’s Barred List, am not subject to a Section 128 direction, am not subject to any sanctions imposed by a regulatory body (e.g. the Teacher Regulatory Agency) in any country and either I have no unprotected convictions, cautions, reprimands or final warnings, or I have attached details of any of these in a sealed envelope marked “confidential – not to be opened until the short-list stage if applicable”
* I understand that, if successful, I will be required to complete an International Child Protection Certificate (ICPC) application for the position if I am (or have been) based in the UK. I also understand that Overseas Police Checks will be required if I am (or have been) based in other countries, to cover each period of overseas employment. I understand that checks will be made against the UK Children’s Barred List, and that the School will also check that I am not subject to a UK Secretary of State Section 128 direction which prohibits or restricts a person from taking part in the management of an independent school if applicable
* I understand that all posts in the School involve some degree of responsibility for safeguarding children
* I understand that, in addition to taking up references, Uppingham Cairo will undertake an internet search of social media
* I understand that Uppingham Cairo will obtain references and may approach my nominated referees as indicated above for information to verify particular experience or qualifications
* I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including anywhere the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, then I understand that a previous employer where I worked with children will be asked about those issues
* I understand that providing false information is an offence and could result in my application being rejected or summary dismissal by the School if I have been appointed, as well as possible referral to the police and/or other child protection authorities
* I agree that Uppingham Cairo may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of the business.
* I understand that any offer of employment made by the School will be conditional on the completion of background checks, as well as receipt of satisfactory references and medical report.
 |
| Signed: |  | Print Name: |  | Date: |  |