

### PRIVATE AND CONFIDENTIAL

**Application Form for the Post of:**

**……………Head of Lower School…………………...**

**Name of Applicant:**

#### …………………………………………………………………

*Oswestry School is committed to safeguarding and promoting the welfare of children and young people*

*and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a criminal record check via the Disclosure Barred Service (DBS) at the enhanced level.*

*The School will hold all completed application forms and any enclosed documents for a period of 12 months before being disposed of confidentially. All documents are stored in line with the General Data Protection Regulation. If you do not consent to us holding your application then please email* [*recruitment@oswestryschool.org.uk*](mailto:recruitment@oswestryschool.org.uk)

**Personal Details:**

|  |  |
| --- | --- |
| Surname: | Title: |
| First Names: (underlining the names by which you like to be known) | |
| Home Telephone: | Mobile: |
| Work Telephone:  Please indicate if you are happy to be contacted on this number: YES / NO | Email: |
| Address:  Post Code: | |
| How long have you lived at this address?  If less than 5 years please provide all previous addresses for past 5 years. | |
| Previous address: | Previous address: |
| Postcode: | Postcode: |
| Length of time at address: | Length of time at address: |
|  |  |
| \* Do you have Qualified Teacher Status? YES / NO  \* Teacher Reference No. (DfES No.) where applicable | Please provide full details of membership of any professional bodies |
| Do you have a current full UK driving licence? YES / NO | National Insurance Number: |

\* required for teaching posts only

|  |  |
| --- | --- |
| Please indicate whether you would need any particular arrangements or support to be provided should you be invited to attend an interview: |  |
| Where did you see the position advertised?  ETeach/ TES/ Advertiser/ Shropshire Star/ Other: ………………………………………. | |

1. **Education and Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide details of all academic and vocational qualifications: | | | | |
| Award/Qualification | Awarding Body | School/College | Date Obtained | Grade (if appropriate) |
|  |  |  |  |  |

|  |
| --- |
| If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading. |

1. **Professional Development:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Long Courses (Attended during the last 3 years) | | | | |
| Name of Course (and award if gained) | Provider | Ftime/Ptime or Seconded | From | To |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Short Courses (Attended during the last 3 years) | | | | |
| Name of Course | Provider | Ftime/Ptime or Seconded | From | To |
|  |  |  |  |  |

|  |
| --- |
| Outside Interests |
|  |

|  |
| --- |
| If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading. |

1. **Career History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide full details of all positions held and of all employment, self-employment and unpaid work since leaving secondary education.  Please start with your current or most recent employer and in each case the reason for leaving employment.    **Please provide explanations for any periods not in employment.** | | | | |
| ***Current*** Employer | Date started employment | Date Employment Finished | Position held and a brief description of duties | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  | Period of notice: |
| ***Previous*** Employers | Dates within employment |  | Position held and a brief description of duties | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading. |

1. **Current Salary**

|  |  |
| --- | --- |
| Salary (basic) if appropriate (Please indicate spine point) | Additions (Please indicate responsibility points, London Allowance etc.) |
|  |  |
| Total Salary | £ |

1. **Referees**

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide at least two professional referees.  One referee should be your current or most recent employer. Please state if you do NOT wish us to contact these before interview. All offers of employment are strictly subject to satisfactory references being received. | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Tel No. |  | Tel No. |  |
| Email |  | Email |  |
| Contact? | YES/NO | Contact? | YES/NO |

1. **Additional information**

|  |
| --- |
| **Please give a concise account of your skills, abilities, knowledge and experience in support of your application** |
|  |
| If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading. |

1. **Data Protection**

|  |
| --- |
| The information that you provide on this form will be used in order to operate our business and fulfil our legal obligations under the Data Protection Act 1998. The information that you have provided on this application form will be used during the recruitment process and, if appointed, will be used as part of your personnel records.  We may check the information provided by you on this form with third parties.  By signing this application form, you consent to the collecting and processing of sensitive personal data, as well as the holding of it on file only for as long as the School considers necessary to fulfil the purpose for which it was obtained. You also consent to the disposing and destroying of such data in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the School for this purpose from time to time. |
| 1. **Existing contacts within School**  |  | | --- | | To maintain fair recruitment processes please indicate if you know any existing employees or governors at the school, and if so, how you know them. | |  | |
| We are an equal opportunities employer   1. **Declaration:**  Due to the nature of the job for which you are applying, it is important that you provide us with legally accurate answers.Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar as appropriate.  If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.  |  |  | | --- | --- | | I have nothing to declare\* | I enclose a confidential statement\* | | \*please delete as appropriate | | |

|  |  |
| --- | --- |
| I declare to the best of my knowledge and belief, that the details that I have given in writing on this Application Form or verbally are accurate and true and that any misrepresentation, false, misleading or inaccurate information given by me will be sufficient grounds for revoking any offer of employment, or dismissal without notice if I am employed. I understand that the School has the right to check on any experience, achievements, qualifications, skills or other information claimed or provided by me on this form or at interview and I agree that such checks may be made by the School. I give my permission for my referees as stated on this Application Form to be contacted and understand that any offer will be subject to receipt of satisfactory references by the School, evidence of qualifications and identity of work status. | |
| Signature: | Date: |

Please return your completed application form to **Victoria Barker, Headmaster’s PA (**[**recruitment@oswestryschool.org.uk**](mailto:recruitment@oswestryschool.org.uk)**)**

You may include a CV with this application.

Please read the following School policies as part of your application. Click on the links below, or they are also available on our [website](http://oswestryschool.org.uk/contacts-downloads/downloads):

**Safer Recruitment Policy**

**Safeguarding and Child Protection Policy**

**IT Policy**