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|  | **Manor Lodge School**  Rectory Lane Ridge Hill  Shenley Herts WD7 9BG  **Tel**  01707 642424  **Fax**  01707 645206 |

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| POST APPLIED FOR:  DATE AVAILABLE: |  |

1. **PERSONAL INFORMATION**

Surname/Family Name: First Name(s): Title:

Address: Home Tel No:

Mobile No:

Postcode: Email address:

National Insurance Number: Nationality:

Date of Birth: Previous Name(s):

(For teaching posts) DfE Number: Do you have QTS:

I do/do not require a work permit to work in this country

1. **EDUCATION AND QUALIFICATIONS**

Please provide details of all academic and vocational qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| Award/Qualification | Awarding Body | 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. **SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING**

Please list any additional training or competencies that you would like us to consider in support of your application:

1. **OUTSIDE INTERESTS**
2. **PRESENT EMPLOYMENT**

Name of Employer: Address:

Job Title:

Start date:

Current Salary: Postcode:

1. **FURTHER EDUCATION AND CAREER HISTORY**

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and include, in each case, the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.

**CV’s will not be accepted without a completed application form.**

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| --- | --- | --- | --- |
| Dates | Employer/Training Establishment | Position Held | Reason for Leaving |
|  |  |  |  |

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

1. **SUPPORTING STATEMENT**

Please set out in detail below a statement in support of your application, which addresses the criteria in the job description and/or person specification for this post.

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1. **OTHER PERSONAL INFORMATION**

Are you known to any member of the School’s Staff or Governors? Yes / No If Yes, please specify:

1. **REFEREES**

Please give the name and contact details of **at least three** people who have agreed to act as referees on your behalf**, one of whom must be your present or most recent employer**. You agree these references will, at the request of the referee, be kept confidential between the referee and the School. References will not be accepted from relatives or those writing solely in the capacity of friends.

**1.** Title: Address:

Name:

Telephone No:

Email: Postcode:

Can we take this reference further

without consultation with yourself? Yes / No Relationship to you:

**2.** Title: Address:

Name:

Telephone No:

Email: Postcode:

Can we take this reference further

without consultation with yourself? Yes / No Relationship to you:

**3.** Title: Address:

Name:

Telephone No:

Email: Postcode:

Can we take this reference further

without consultation with yourself? Yes / No Relationship to you:

1. **DATA PROTECTION**

The information that you provide on this form will be used to process your application for   employment.  The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data

1. **DECLARATION**

As the job for which you are applying involves substantial opportunity for access to children, 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 [as appropriate] 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 that the information I have given in this Application Form and in any attachments is accurate and true.  I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signed: Date:

**EQUAL OPPORTUNITIES MONITORING FORM**

This section of the form will be detached from your application and will be used solely for monitoring purposes.  This form will be kept separately from your application.

Manor Lodge School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence.

Please complete the form as you feel is most appropriate for you.

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| **Position applied for**: |  |

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| --- | --- |
| **White** |  |
| □ British | □ Any other white background\* |
| **Mixed** |  |
| □ White and Black Caribbean | □White and Black African |
| □ White and Asian | □Any other mixed background\* |
| **Black or Black British** |  |
| □Caribbean | □ African |
| □ Any other Black background\* |  |
| **Asian or Asian British** |  |
| □ Indian | □ Pakistani |
| □ Bangladeshi | □ Any  other Asian background\* |
| **Chinese or other Ethnic Group:** |  |
| □ Chinese |  |
| □ Other Ethnic Group\* | \*Please specify |

|  |  |
| --- | --- |
| **Gender:** |  |
| **Date of Birth:** |  |

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| **Do you consider yourself to have a disability?**  The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities" | Yes/No  If yes, please state nature of disability |

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| **How did you become aware of this vacancy?** |  |