FALKNER HOUSE

application for employment

Teaching Staff

Please read the explanatory notes and guidance for completing the application for employment and the process which the School will undertake when validating your application.

(PLEASE WRITE CLEARLY)

To complete on screen click on the grey box and type in the required information; alternatively you can tab to the next box in the sequence.

|  |  |  |
| --- | --- | --- |
| Application for the post of | | |
| Title (Dr/Mr/Mrs/Miss/Ms) | Former Name (eg, maiden or previous name(s) used) | |
| Surname |
| First Names | NI No. | |
| Current Home Address | Previous Home Address  (if resident at current address for less than five years. Please use a continuation sheet if required.) | |
| Email Address | Mobile No. | |
| Telephone No. (home) | Telephone No. (work) | |
| Preferred Daytime Contact No. | Fax No. (home/work) | |
| Teachers Pension No. | Qualified Teacher Status? YES NO | |
| Have you worked or lived overseas in the past five years? | | YES NO |
| Are you legally entitled to work in the UK?  If applicable, work permit number and date of expiry | | YES NO |
| On what date would you be able to commence work at Falkner House? | |  |
| What is your current salary? | | |
| Do you know any current employees at Falkner House and, if so, how do you know them? | | |

EDUCATION AND TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Schools (Sixth Form) | From | To | Examinations and Results |
|  | Month/Year | Month/Year |  |
| Colleges/Universities | From | To | Courses and Results |
|  | Month/Year | Month/Year |  |
| Other Education/Formal Training | From | To | Courses and Results |
|  | Month/Year | Month/Year |  |
| Professional Memberships, Qualifications and Courses Attended | | | |
| Interests and Hobbies | | | |

EMPLOYMENT HISTORY

Please supply a full history in chronological order (with start and end dates, month and year) of all employment, self-employment and any periods of unemployment (for example unpaid/voluntary work) since leaving secondary education. Provide where appropriate an explanation for any periods not in employment or self-employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: | From  Month/Year | To  Month/Year | Job title:  Describe the work you did: |
| Telephone:  Type of business: |  |  | Reason for leaving: |
| Name and address of employer: | From  Month/Year | To  Month/Year | Job title:  Describe the work you did: |
| Telephone:  Type of business: |  |  | Reason for leaving: |
| Name and address of employer: | From  Month/Year | To  Month/Year | Job title:  Describe the work you did: |
| Telephone:  Type of business: |  |  | Reason for leaving: |
| Name and address of employer: | From  Month/Year | To  Month/Year | Job title:  Describe the work you did: |
| Telephone:  Type of business: |  |  | Reason for leaving: |

|  |
| --- |
| Please outline below the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job, also indicating your reasons for the application. (If necessary, please continue on a separate sheet.) |

REFEREES

Please give details of **TWO** professional referees, one of whom should be your current or most recent employer. If you are not currently working with children but have done so in the past, an additional reference must be provided from the employer for whom you worked most recently with children.

If you do not wish us to contact your referees prior to interview please tick the box

|  |  |
| --- | --- |
| 1. Name | Occupation |
| Address |
| Telephone | Email |
| Fax |
| 2. Name | Occupation |
| Address |
| Telephone | Email |
| Fax |

|  |  |
| --- | --- |
| If offered this position do you intend to continue working in any other capacity? | YES NO |
| Have you ever had a conviction, caution, reprimand or final warning from the Police for any criminal offence? (Declaration subject to the Rehabilitation of Offenders Act) | YES NO |
| If YES, please enclose a separate sheet in a sealed envelope detailing offence(s), dates and sanction applied. | |

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared. I have not been disqualified from working with children; am not named on the Protection of Children Act List or List 99; am not subject to any sanctions imposed by a regulatory body (eg, the General Teaching Council).

I **either** have no convictions, cautions or bind-over **or** I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential. (Delete as appropriate)

I know of no reason, on the grounds of mental or physical health, why I should not be able to discharge the responsibilities required and I understand that any offer of employment made is conditional on verification of medical fitness.

**Data Protection Act 2018 and General Data Protection Regulation (GDPR)**

Falkner House has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 2018 and GDPR and any amendments to that act. By completing and signing this form, I understand and agree to Falkner House using this and other data to create and maintain records on me and for statistical purposes in accordance with the Data Protection Act 2018. I agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter. Should I be employed, I agree that this information will be kept for the duration of my employment and for a period of time following this. I have the right to request a copy of the data held on me.

 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 2018 and GDPR and I consent to the storage and use of such information for employment purposes.

Please see <www.falknerhouse.co.uk/brechin-place/policies/>

**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 information or deliberate omission may, in the event of my employment, result in dismissal or disciplinary action.

I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy Falkner House of my suitability for employment at its schools. I hereby authorise Falkner House 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 Falkner House or its agents with any information about me which that person holds which is relevant to my application.

Date Signed

Any further particulars which the applicant wishes to give in support of this application should be submitted on a separate sheet(s).

Any job offer will be conditional upon satisfactory references, a Disclosure and Barring Service (DBS) check and a satisfactory medical.

Please return this application form to: **Falkner House, 20 Penywern Road, London. SW5 9SU**

CONFIDENTIAL

**EQUAL OPPORTUNITIES MONITORING**

It is the policy of Falkner House that no job applicant or employee receives less favourable treatment on the grounds of race, gender, disability, class, nationality, age, marital status, sexual orientation, trade union, political or religious beliefs.

This information is used for monitoring purposes only and will be kept confidential and separate from your application. It does not form part of the selection process.

Title of post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL INFORMATION**

Surname: Title:

First Name (s): Date of Birth:

# RECRUITMENT MONITORING

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Gender: | Male |  |  | Female |  |

1. How would you describe your ethnic origin:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Asian or Asian British – Bangladeshi |  |  | Asian or Asian British – Indian |  |
|  | Asian or Asian British – Pakistani |  |  | Asian or Asian British – any other Asian background |  |
|  | Black or Black British – African |  |  | Black or Black British – Caribbean |  |
|  | Black or Black British – any other Black background |  |  | Chinese |  |
|  | Mixed – White and Asian |  |  | Mixed – White and Black African |  |
|  | Mixed – White and Black Caribbean |  |  | Mixed – any other mixed background |  |
|  | White – British |  |  | White – Irish |  |
|  | White – any other white background |  |  | Any other |  |

1. Do you consider yourself to have a disability?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

1. If yes, please detail below any reasonable adjustments to the environment you think you may require?

Please state where you saw this post advertised:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

Date:

**Application and Recruitment Process**

**Explanatory Notes and Guidance**

**Application Form**

1. Candidates should complete the application form in full. A copy of your CV may also accompany the completed application form.

2. Candidates should be aware that all posts in the School involve responsibility for the safeguarding of children, although the extent of that responsibility will vary according to the nature of the post. Please refer to the job description for the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as minor or ‘spent’ must be declared.

3. The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post.

4. Falkner House employs Atlantic Data for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. Disclosure of a criminal record by the Criminal Records Bureau will not result in automatic disqualification for this position. The School is willing to consider persons with a criminal record on their merit, subject to its overriding obligations to protect the children in its charge.

5. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will also be asked about these issues.

6. Where neither your current or previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may where appropriate answer ‘not applicable’ if your duties have not brought you into contact with children or young persons.

7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DFES Children’s Safeguarding Operation Unit.

**Conditional Offer of Appointment**

**Any offer to a successful candidate will be conditional upon the following**

1. Receipt of at least two satisfactory references (if these have not already been received).

2. Verification of identity, qualifications and medical fitness.

3. A satisfactory CRB Disclosure at the enhanced level.

4. Where the successful candidate has worked or been resident overseas in the previous five years, such additional checks and confirmations as the School may require in accordance with statutory guidance.