**Norwich School**

Norwich School is an independent, co-educational day school for pupils between the ages of four and eighteen. Set in the city’s historic Cathedral Close, the school is a traditional yet lively place to learn and combines a vibrant, imaginative culture with values of scholarship and mutual respect. Norwich School consists of a Lower and a Senior School. The [Lower School](http://www.norwich-school.org.uk/index.cfm/school-life/lower-school/) is the base for our 4-11 year-old pupils (Reception - Year 6), while the [Senior School](http://www.norwich-school.org.uk/index.cfm/school-life/senior-school/) caters for the 11-18 age range (Years 7-13).

**Application Process**

All candidates for jobs at the school must complete this application form. The form is designed on the one hand to be as brief and user friendly as possible, whilst on the other neglecting no essential detail. The aim is to allow candidates to provide information in a clear way which will assist the swift and efficient processing of their application whilst at the same time ensuring that the school complies with all relevant legislation and guidelines in order to provide the safest and best environment possible.

It is school policy to prefer email as the best format for communication with the school, supplemented by telephone calls where appropriate.

Norwich School appointment procedures conform to guidelines to ensure compliance with safer recruitment guidelines.

We look forward to receiving your application.



**Section A - Personal Details & Right to Work**

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| **Personal Information** | | |
| Surname: | | Forename: |
| Title: | Preferred name: | Former name/s (including maiden name): |
| Address: | | Contact number:  Mobile number:  Work number:  E-mail address: |
| Postcode: | |
| National Insurance number: | | Teacher registration number (if applicable): |

|  |  |
| --- | --- |
| **General** | |
| Post applied for: |  |
| Are there any special arrangements/reasonable adjustments that you may require in order to attend an interview?  If so, please could you describe what would be helpful: | Yes  No |
| Where did you see our advert? |  |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of the School? If so, please give name: | Yes  No |
| Do you have children that attend the Norwich School? | Yes  No |

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| **Right to work in the UK** | |
| Do you have the right to live and work in the UK? | Yes  No |
| Are there any restrictions to your right to live and work in the UK which might affect your right to take up employment with us?  If YES please provide details: | Yes  No |

**Section B – Education, Qualifications & Employment**

This section is designed to give a full history of education in **chronological order**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary education – please insert more rows if applicable** | | | | |
| **Universities/Colleges/Schools attended:** | | **Subjects and qualification/s achieved or qualifications pending:** | | |
| Name | Months/years attended: | Subject: | Result: | Date:  Awarding body: |
|  |  | GCSE (or equivalent) |  |  |
|  | Start date:  End date: |  |  |  |
|  |  | A Level (or equivalent) |  |  |
|  | Start date:  End date: |  |  |  |
| Any other achievements/interests at school that you would particularly like to mention: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tertiary education – please insert more rows if applicable** | | | | |
| **Universities/Colleges/ attended:** | | **Subjects and qualification/s achieved or qualifications pending:** | | |
| Name | Months/years attended: | Subject: | Result: | Date:  Awarding body: |
|  | Start date:  End date: |  |  |  |
|  | Start date:  End date: |  |  |  |
| Any other achievements/interests at university/college that you would particularly like to mention: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other Awards, qualifications and courses **– please insert more rows if applicable** | | | | |
| **College, Education Centre or Institution** | | **Subjects and qualification/s achieved or qualifications pending:** | | |
| Name | Months/years attended: | Subject: | Result: | Date:  Awarding body: |
|  | Start date:  End date: |  |  |  |
|  | Start date:  End date: |  |  |  |

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| --- | --- | --- | --- | --- |
| **Employment** | | | | |
| **Current / most recent employer** | | | | |
| **Job title:** | | | | |
| **Brief summary of main responsibilities:** | | | | |
| **Reason for leaving to find new employment:** | | | | |
| **Salary and notice period:** | | | | |
| **Date started (month & year)** | | | **Date employment ended (month & year)** | |
| **Previous employment – please insert more rows if applicable** | | | | |
| **Dates of employment (month and year):** | **Employer name** | **Job title and brief summary of main responsibilities** | | **Reason for leaving** |
| Start date:  End date: |  |  | |  |
| Start date:  End date: |  |  | |  |
| Start date:  End date: |  |  | |  |
| Start date:  End date: |  |  | |  |

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| **Gaps – please provide an explanation for any periods not in education or employment** |
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**Section C – Personal Statement**

We recommend that this should be no more than two pages long and should cover:

* what attracts you to the position;
* how you feel your experience, skills and personal qualities qualify you to take on the role;
* how any personal interests might help you to make a positive contribution to our community (e.g. involvement in co-curriculum).

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| **Personal Statement** |
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**Section D – Declaration & Data Protection**

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| **Declaration** | |
| I am aware that Norwich School applies for an enhanced certificate from the Disclosure and Barring Service (DBS) as well as requesting other statutory pre-employment checks on its employees. My signature below indicates that I give my permission for the school to proceed accordingly. I also commit to providing sight of my DBS certificate to Norwich School within 14 days of receiving the documentation and prior to starting employment with Norwich School. | Yes |
| I declare the information I give in this application is accurate, complete and true. I understand that providing misleading, inaccurate or incomplete information will disqualify me from the appointment or, if appointed, may result in my immediate dismissal without notice. | Yes |
| I understand the information may be seen by the Governors, Senior Leadership Team, HR Department and the Bursar’s PA, at Norwich School for the purposes of processing and ensuring compliance with safe recruitment best practice. | Yes |
| I understand that it is a requirement of the post to register with the DBS Updating Service. I do this at my own cost and give permission for Norwich School to check my status at any time. | Yes |
| **Date Protection Statement** | |
| By signing the application form you are agreeing to the use and processing of personal data in accordance with the School’s registration with the office of the Information Commissioner under the Data Protection Act. | Yes |

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| --- | --- |
| **Signature & Date** | |
| Signature: |  |
| Date: |  |

NORWICH SCHOOL | 70 THE CLOSE | NORWICH NR1 4DD

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