



Sir Thomas Rich's School

SUMMARY APPLICATION FOR EMPLOYMENT


POST APPLIED FOR	
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PERSONAL INFORMATION			
Surname			
Forename			
Current Address and Postcode			
Telephone		Mobile	
Email			
Do you consider yourself to have a disability?		Please tick	

DISCLOSURE OF INTEREST	
Are you related to, or have a close relationship with, any existing employee of the School, including School Academy Directors (Governors)?	YES / NO
If yes, please provide their name, job title and your relationship to them.	

ADDITIONAL DOCUMENTS to be included with your application		✓
Curriculum Vitae	Including full employment history, qualifications and details of two referees	
Application Letter	Explaining your suitability for this post	

DECLARATION			
I confirm that I am not included on the list (List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I confirm that I have declared any convictions. I certify that all the information submitted in my application is true, to the best of my knowledge, and understand that if appointed and such information is subsequently found to be materially incorrect, the Governors will be entitled to terminate my employment without notice and may contact the police.			
Signed		Date	

SUPPLEMENTARY NOTES	
<p><i>This post 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. Successful candidates will be required to apply for an enhanced disclosure check through the Criminal Records Bureau. Unspent convictions must be disclosed to the Selection Panel. A conviction is not necessarily a bar to employment.</i></p> <p><i>Confirmation of appointment will be subject to you providing documentary evidence to confirm that you are eligible to live and work in the United Kingdom.</i></p> <p><i>Canvassing either directly, or indirectly, will disqualify the candidate.</i></p>	
	<p>Data Protection Act This information is being collected for the purposes of the recruitment and selection procedures and if successful, for the purposes of the completion of the input process for salary payment, for the calculation of salary and to produce a Statement of Particulars. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Headmaster, in the first instance.</p>