# Upton Priory School

# Application form

| | |
|---|---|
| **POST:** | |

**SECTION 1:**

**PERSONAL DETAILS**

| | | | |
|---|---|---|---|
| Surname | | Title | |
| Previous surname | | | |
| First names | | | |
| Date of birth | | | |
| Address | | | |
| | | | |
| | | | |
| | | | |
| Postcode | | | |
| Contact details | Daytime telephone | | |
| | Mobile | | |
| | Email address | | |
| NI number | | | |
| Teacher ref# | | | |

| | |
|---|---|
| Where did you find the advert for this job? | |

| | | | | | |
|---|---|---|---|---|---|
| Nationality at birth | | Present nationality (if different) | | | |
| Are you eligible to work in the UK? | | Yes | | No | |
| If yes, please state the type | | | | | |

**SECTION 2:**

**EMPLOYMENT HISTORY**

| **Current or most recent employer** | | | | |
|---|---|---|---|---|
| Employer | | | | |
| Position held | | | | |
| Period employed | From | | to | |
| Notice period | | | | |
| Reason for leaving | | | | |
| Full time/part time | | | | |
| Current grade | | Annual salary | | |
| TLR level (Teaching) | | TLR value (Teaching) | | |
| NOR (Number on roll) | | | | |
| Brief description of duties | | | | |

| **Previous employer** | | | | |
|---|---|---|---|---|
| Employer | | | | |
| Position held | | | | |
| Period employed | From | | to | |
| Notice period | | | | |
| Reason for leaving | | | | |
| Grade | | Annual salary | | |
| Brief description of duties | | | | |

**All previous employment (continue over if required)**

| Employer | Job title | Dates employed from/to | | Reason for leaving |
|---|---|---|---|---|
| | | | | |

**EDUCATION**

| Secondary School(s) attended | |
|---|---|
| Examinations passed (grade) | |
| | |

| Further/higher education establishment(s) attended | |
|---|---|
| Qualifications (grade/class) | |
| | |

**Relevant training courses and professional qualifications.**
**Please outline how the CPD has benefited your professional competence.**

**Information about any gaps in career history**

**Statement of suitability**

Please complete your statement of suitability using the space below. Demonstrate how you meet the competencies identified in the person specification by giving concrete examples of what you have done and the impact that your action has had in relation to each. Do not exceed two sides of A4. Use Ariel size 11.

**SECTION 3**

**References**

Should you be successful in your application for employment with Upton Priory School, we ask you to supply the contact details of at least two people who can provide references. References should cover at least three years of employment, one of whom must be your current or most recent employer, unless you have never been in paid employment. Please indicate two people who can provide references in the space provided below. Where two references do **not** cover a three year period, we ask that you provide contact details of subsequent referees on a separate sheet.

| **Reference 1** (most recent employer ) | | |
|---|---|---|
| Name and job title of referee | | |
| Employer | | |
| Address | | |
| | | |
| | | |
| Postcode | | |
| Contact | Telephone | |
| | Email | |
| Please state in what capacity they know you (for example, line manager) | | |

| **Reference 2** | | |
|---|---|---|
| Name and job title of referee | | |
| Employer | | |
| Address | | |
| | | |
| | | |
| Postcode | | |
| Contact | Telephone | |
| | Email | |
| Please state in what capacity they know you (for example, line manager) | | |

**Conflicts of interest**

| | | | | |
|---|---|---|---|---|
| Do you have any form of relationship with any existing Fallibroome Trust employee(s)? | Yes | | No | |
| If yes, please specify name(s) and relationship(s) with existing employee(s): | | | | |
| If appointed, do you or your family have any interests, carry out any work or hold any appointments that may conflict with your employment at Upton Priory School ? | Yes | | No | |
| If yes, please supply details: | | | | |
| | | | | |

**Criminal record**

| |
|---|
| You must answer all the questions below. If you give any information which is false, or if you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal. You must tell us immediately if you are charged with an offence after you complete your form and before you take up any job offered as a result of your application. |

| Are you or have you ever been debarred from working with children or vulnerable adults? | |
|---|---|
| Yes | No |

| Have you ever been convicted or found guilty by a court of any offence in any country (excluding parking but including all motoring offences, even where a spot fine has been administered by the police), or have you ever been put on probation or absolutely/conditionally discharged or bound over after being charged with any offence, or is there any action pending against you? | |
|---|---|
| Yes | No |

| Have you ever been convicted by a Court Martial or sentenced to detention or dismissal while serving in the armed forces of the UK or any other country? | |
|---|---|
| Yes | No |

| Have you been charged with any offence which is still pending? | |
|---|---|
| Yes | No |

| Have you ever received a police caution? | |
|---|---|
| Yes | No |

| If you have answered 'yes' to any of the above questions, please give full details below. If you were cautioned and/or convicted please outline the details including the date and place. |
|---|
| |

**Other matters**

Do you know of any other matters not covered above relating to you and/or your background, which might cause your reliability or suitability to be called into question regarding employment with Upton Priory School and/or working with children?

| Yes | No |
|---|---|
| If you have answered 'yes' to the above question, please give full details below. | |
| | |

**Declaration**

| I declare that the information I have given in this whole form is, to the best of my knowledge and belief, true and accurate. I understand that any false information or omission in the information I have given above may mean that my application is rejected, or an offer is withdrawn, or I may be disqualified from employment with Upton Priory School. I understand that if I am employed by Upton Priory School and any incorrect or omitted information relating to this application comes to light, my employment may be terminated. I understand that if I am employed by Upton Priory School I have a continuous obligation to disclose any new information that emerges in relation to the questions regarding suitability for employment. This includes any changes to the information given above. Failure to do so may mean my employment may be terminated. Successful applicants will be subject to a Disclosure and Barring Service (DBS) check. | | | |
|---|---|---|---|
| I have read and understood the above | Yes (please circle to confirm) | | |
| Name | | Date | |

**Data protection**

| Any data about you will be held in secure conditions, with access restricted to those who need it in connection with the application and selection process. Data may also be used for the purposes of monitoring the effectiveness of recruitment. In these circumstances all data will be kept anonymous. If you are unsuccessful, your personal data relating to your application will be kept for two years. |
|---|

**Thank you for taking the time to complete this form.**

Please email to ***jobs@uptonpriory.cheshire.sch.uk***.