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| APPLICATION FORM | | Form Ref (Office Use Only) |
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| SURNAME: | FIRST NAMES: | |
| MAIDEN NAME: | ANY OTHER PREVIOUS NAMES USED: | |
| DATE OF BIRTH (for identification only): | NATIONAL INSURANCE NUMBER: | |
| NATIONALITY: | IF NON- BRITISH DO YOU HAVE A WORK PERMIT FOR THE UK? YES/NO | |
| ADDRESS: | | |
| HOME TELEPHONE: | MOBILE: | EMAIL: |
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| POSITION APPLIED FOR: | | |
| TEACHER REFERENCE NUMBER (if applicable): | | |

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| ACADEMIC & PROFESSIONAL QUALIFICATION(S): | | | | |
| SUBJECT | DATE | AWARDING BODY | | |
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| SECONDARY AND HIGHER EDUCATION | | |  |  |
| INSTITUTIONS ATTENDED – starting with current/ most recent: | | | FROM: | TO: |
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| DATES of CURRENT (or MOST RECENT) EMPLOYMENT: | | | FROM: | TO: |
| JOB TITLE: | | |  | |
| NAME AND ADDRESS OF CURRENT (OR MOST RECENT) EMPLOYER:  (including contact name for reference, with telephone and e-mail address) | | | | |
| Name: | Tel: | | | |
| Address: | Email: | | | |
| **Please note that, if short-listed, we will request a reference from your current or most recent employer.** | | | | |
| PERIOD OF NOTICE REQUIRED: |  | | | |
| REASON FOR SEEKING OTHER EMPLOYMENT: |  | | | |

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| ALL PREVIOUS POSITION(S) including **dates by month and year,** main subjects taught (if any) and reasons for leaving. **Explain any gaps.** (*Please note that legislation requires us to hold an accurate* ***month by month*** *listing of an applicant’s employment since leaving full-time education.*) | | | | |
| From  (MM/YY) | To  (MM/YY) | Name and Address of  Employer | Position Held and Brief Details | Reason for Leaving |
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| If completing by hand, please continue on a separate sheet of paper if necessary | | | | |
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| [For teachers only]  PLEASE LIST DETAILS OF ANY SPECIAL AREAS OF TEACHING INTEREST: | | | | |
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| PLEASE GIVE DETAILS OF RELEVANT TRAINING/DEVELOPMENT UNDERTAKEN DURING THE LAST THREE YEARS  (eg Teaching courses, First Aid, IT skills etc): | | | | |

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| PERSONAL STATEMENT:  Please provide any additional information about yourself which you believe may support your application |
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| PLEASE USE THE FOLLOWING SPACE TO DECLARE ANY FAMILY OR CLOSE RELATIONSHIPS WITH EXISTING EMPLOYEES OR EMPLOYERS (including Governors) OF SHERBORNE SCHOOL OR SHERBORNE INTERNATIONAL). IF NONE, PLEASE WRITE ‘NONE’. |

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| PLEASE GIVE THE FULL NAMES, ADDRESSES & CONTACT DETAILS OF TWO REFEREES WHO **ARE NOT** YOUR CURRENT EMPLOYER. THESE MUST NOT BE FAMILY MEMBERS OR CLOSE PERSONAL FRIENDS.  (Please note that references will be taken up from present employers automatically, and relevant previous employers may be contacted to verify employment history) | |
| Name:  Address:  Job title:  Tel:  Email: | Name:  Address:  Job title:  Tel:  Email: |
| May we contact prior to interview? YES / NO | May we contact prior to interview? YES / NO |

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| CRIMINAL RECORD: Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applicants are therefore required to disclose any convictions which for other purposes are “spent” under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the School. Please list any convictions, binding-overs, cautions etc on a separate sheet and return to the School in a separate sealed envelope marked ‘Confidential – Disclosure’.  If ‘none’, please write ‘none’  Is there any relevant court action pending against you? YES / NO | | | |
| The School is now required to verify this statement with the Disclosure & Barring Service. If you are offered the position you will be required to complete the appropriate form to allow the School to carry out this check. By signing this application form you are confirming that you are suitable to work with young people, you are not on the barred list, not disqualified from work with children, not subject to sanctions imposed by a regulatory body or the Secretary of State, and that you agree to the DBS check being carried out.  Please note that providing false or misleading information is an offence and could result in the application being rejected, or summary dismissal if you have been appointed, and possible referral to the police or other action. | | | |
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| RECRUITMENT:  It is our policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within Sherborne International are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the Sherborne School / Sherborne International Recruitment Policy is enclosed with this application form. Please take the time to read it. | | | |
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| DECLARATION:   * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I consent to Sherborne International making direct contact with all previous employers where I have worked with children to verify my reason for leaving that position. * I consent to Sherborne International making direct contact with the people specified as my referees to verify the reference. * I consent to Sherborne International processing the personal data I have provided within this application form as part of the recruitment process. | | | |
| DATE: | | SIGNED: | |
| *If your application is successful, the School will retain the information provided on this form (together with any attachments on your personnel file). If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after six months.*  *Please note that it is not the School’s policy to de-brief unsuccessful candidates following interview. Please do not apply if this is something about which you feel strongly.* | | | |

PERSONNEL/INTPROCEDURES/MASTAPPFORM Sept 16