

FOR OFFICIAL USE

School Ref No: ……….

Checked by: …………..

Date: ………………….

**Application Form**

* Please answer the following questions briefly and frankly. Full confidence will be maintained.
* We would ask that you include full details of your employment history together with reasons for leaving each post, academic qualifications, and any personal details that you may consider relevant.
* If you wish to include a full Curriculum Vitae as well this will be acceptable.
* Please ensure that the Referee section is completed.
* Referees may be approached at any stage of this appointment, unless we are otherwise informed.

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| **Section 1 Personal Details**  Title (please print) Surname (please print)  Full Names (please print)  Former Name (if applicable) Date of Birth  Address  Tel. No. Mobile No:  Email  Are you currently eligible for employment in the UK?    Yes No  Please provide details?      Your National Insurance Number  Date and level of your last  DBS check  Do you have any connection, past or present, with Aldwickbury School? |

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| **Section 2 Education (including all formal academic qualifications)**  Please start with the most recent   |  |  |  | | --- | --- | --- | | Name and Address of Further Education | Dates of Attendance | Qualifications | |  |  |  | | Name and Address of School | Dates of Attendance | Qualifications | |  |  |  |   **Section 3 Employment**  The name and address of your current/most recent employers    The title of your current/most recent post and the date you were appointed  Your current/most recent salary, excluding benefits in kind  £  What, if any, benefits in kind do you receive in your current/most recent post  Your present pension scheme, if applicable  Your reason for seeking other employment  When you would be available to take up employment if offered? |
| **Employment History**  List jobs in chronological order with the most recent appointment first. If necessary continue on a separate sheet of paper.   |  |  |  |  | | --- | --- | --- | --- | | Dates | Employer | Position Held | Reason for Leaving | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Section 4 Gaps in your Employment**  If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates:  **Section 5 Criminal records**  An offer of employment is conditional upon Aldwickbury School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) formerly the Criminal Records Bureau (CRB) which Aldwickbury School considers to be satisfactory. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Please note that schools are exempt from the Rehabilitation of Offenders Act 1974 and employees are required to declare spent convictions. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.  I confirm that I am not on either the DBS Children’s Barred List or the DBS Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.  Yes 🖵 No 🖵  **Section 6 References**  Please supply the names and contact details of three people who we may contact for references. One of these must be your current or most recent employer.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Referee 1 |  | Referee 2 |  | Referee 3 |  | | Name |  | Name |  | Name |  | | Job Title |  | Job Title |  | Job Title |  | | Organisation |  | Organisation |  | Organisation |  | | Address |  | Address |  | Address |  | | Telephone Number |  | Telephone Number |  | Telephone Number |  | | Email Address |  | Email Address |  | Email Address |  | | Capacity in which known to you |  | Capacity in which known to you |  | Capacity in which known to you |  |   **Declaration**  I declare that the information I have given in this application is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to Aldwickbury School processing the data supplied on this application for the purpose of recruitment and selection.  Signed:…………………………………………… Date:…………………………………   * As is now required we will check your qualifications and carry out a full DBS check at an enhanced level, if we take your application further. * 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. * Aldwickbury School is an Equal Opportunity employer. * In accordance with the guidance by the DfE any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Therefore, if there are arrangements or adjustments that you feel the school may be required to make to enable you to carry out the role please declare it as part of your application. * The school reserves the right to amend their pre-appointment checks in response to changes in legislation and statutory guidance in relation to disqualification for working with children. |