

VINEHALL

**EMPLOYMENT APPLICATION FORM**

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| Name of Applicant: |  |

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| Position Applied for: |  |

Completing your application form:

* Please complete the application form electronically or by hand in full. It is an essential part of our selection process and the information you give will help us to select candidates for interview. Please note that you are not limited by the size of the answer boxes; they will expand.
* Please do not send separate curriculum vitae (CV).
* All applications received by Vinehall will be handled in accordance with the requirements of the Data Protection Act 1998.

**Part 1: Personal Details**

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| **Full Name** (including title) |  |
| **Former Surname** (if applicable) maiden name or any previous change of name(s) |  |
| **Date of marriage /** **change of name** |  |
| **Current Address,** **including postcode** |  |
| **Month and year it became your current address** |  |
| **If less than 5 years at current residence, give previous full address(es) for the last 5 years with dates specifying the month and year that you lived there**  |  |
| **Telephone Number**(Please asterisk the telephone number you would prefer us to contact you on) | **Home** |  |
| **Work** |  |
| **Mobile** |  |
| **Email Address** |  |
| **Date of Birth** |  |
| **National Insurance Number** |  |
| **Qualified Teacher Status** (if applicable – teaching posts only) |  |
| **Teacher’s DfE No** (if applicable –teaching posts only) |  |

**Part 2: Entitlement to work in the UK**

To comply with the Immigration and Nationality Asylum Act 2006 and subsequent legislation, all prospective employees will be asked to supply evidence at their first interview of eligibility to live and work in the UK. We will ask to see an appropriate official document, such as your passport or Birth Certificate. Further information will be sent to you if you are selected for interview - do not send this documentation at this stage.

Do you require a work permit to work in the UK? Yes / No

If you already have a work permit, please give expiry date:

**Part 3: Education**

Please list in chronological order all secondary schools, further education and higher education institutions attended, together with academic examinations and/or vocational qualification taken and grades/degree obtained.

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| **Dates – month and year (from/to)**  | **School, College or University** | **Qualifications & Examinations** |
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Other achievements / interests whilst in education:

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Other awards, qualifications and courses attended (please include any professional development courses or qualifications):

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| --- | --- | --- |
| **Dates – month and year (from/to)** | **College, Education Centre or Institution** | **Award / Course Title and Qualification** |
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**Part 4: Employment**

Please list below a full career history, starting with current post, to include all positions since leaving full-time education (both full-time and part-time) with start and end dates, month and year.

Provide, where appropriate, explanations for any period not in employment and in each case the reasons for leaving employment.

Current Post

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| --- | --- |
| Post:  | Date Started:  |
| Employer name, address and telephone number:   |
| Current / Last salary and package:  |
| Responsibilities:  |
| Reason for Leaving (if applicable) / Notice Period:  |

Previous Posts

|  |  |  |  |
| --- | --- | --- | --- |
| **Start and Leaving Date****(month and year)** | **Name & Address of Employer / Other** | **Position Held and Responsibilities** | **Reason for Leaving** |
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**Part 5: Supporting Statement**

Please provide a statement as to why you are applying for this post and detail the attributes you believe you would contribute to the School and the Role, with particular reference to the job description.

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**Part 6: Interests and Activities**

Please use the space below to tell us about your interests and activities outside work, interesting or formative experiences you may have had in the UK or abroad, and any details of your personal life.

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**Part 7: Any other comments?**

Are there any other comments that you would like to make about yourself or your application?

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**Part 8: Safeguarding and Other Questions**

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|  | **Yes / No** (delete as applicable) |
| Have you ever been convicted of a criminal act, or received a caution?The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment, however you have a duty to disclose all offences and the school will make an assessment whether to proceed with your application.  | Y / N |
| Do you hold a valid current driving licence? | Y / N |
| Do you have any connection with Vinehall, including with any members of staff or Governors? If yes, please provide brief details. | Y / N |
| Are there any factors you would like taken into account when considering your application, including any special requirements? If yes, please provide details. | Y / N |
| Is there any reason why you may not be suitable to work with children? If yes, please explain. | Y / N |
| Have any Safeguarding / Child Protection concerns been raised about you in the past, or have you been the subject of any investigations? If yes, please explain. | Y / N |

**Part 9: Where did you hear about this position (publication / website / word of mouth / other)**

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**Part 10: Referees**

Please provide two referees. One referee should be your current or most recent employer (for applicants working in a School, this must include your current or most recent line manager). Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Referees may be contacted prior to interview unless specifically requested otherwise**. Please note references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Referee 1:

|  |  |
| --- | --- |
| Name |  |
| Address (incl. postcode) |  |
| Telephone number(s) |  |
| Email |  |
| Occupation |  |
| Relationship to you |  |

Referee 2:

|  |  |
| --- | --- |
| Name |  |
| Address (incl. postcode) |  |
| Telephone number(s) |  |
| Email |  |
| Occupation |  |
| Relationship to you |  |

**Part 11: Declarations**

I confirm that the information above is, to the best of my knowledge, true, accurate and complete.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013)and therefore that **all** convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have not been barred from working with children and am not named as such with the Independent Safeguarding Authority, am not subject to any sanctions imposed by a regulatory body, and

**either** *I do not have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’*

 *http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\_20131198\_en.pdf*

**or** *I have posted details of any convictions, cautions or bind-overs in a sealed envelope marked*

*Confidential to the Headmaster, Vinehall School.*

(**please delete as** **appropriate**)

I know of no reasons on grounds of mental or physical health why I should not be able to discharge the responsibilities required by the post in question. I understand further that if offered the post, I will be required to complete a full Medical Questionnaire and could be required to undergo a medical check from an independent medical practitioner, and that any offer of employment made by the School will be conditional on verification of medical fitness.

I understand that if my application is successful, I shall be subject to an enhanced criminal record with barred list check with the Disclosure and Barring Service (DBS) and other regulatory bodies. I am aware that any offer made will be subject to the receipt of satisfactory regulatory clearances.

I understand that the Vinehall is authorised to obtain written and verbal references on short-listed candidates and may approach current and previous employers for information to verify particular experience or qualifications before short-list interview. Any offer of the post will also be conditional on receipt of satisfactory written references from all referees.

I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including anywhere the penalty is time-expired (for example, where a warning could no longer be taken into account in any new disciplinary hearing), and also whether I have been the subject of any child protection concerns or investigations. If so, we will ask to be informed of the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, I understand that my previous employer will be asked about those issues.

I understand that providing false information is an offence and could result in my application being rejected (or in summary dismissal if I have already been selected or appointed), and in very probable referral to the police and other regulatory authorities. For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Vinehall School relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate. I understand that to knowingly give false information or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vinehall is a “registered body” under the Police Act 1997 because employment at the School involves access to children under the age of eighteen. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. You will need to apply for a new disclosure, even if you already hold one. Former members of staff who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of six months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Vinehall is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.

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**For office use only:**