

Confidential

APPLICATION FORM

(This form must be completed in full. The wording: "Please see CV" will not be acceptable.)
PERSONAL PARTICULARS

Position Applied for:		How did you hear about this vacancy?	
SURNAME: MR / MRS/ MISS / Ms		FORENAMES:	
FORMER SURNAME(S):			
DATE OF BIRTH:		NI NUMBER:	
HOME ADDRESS:		TEL NO:	
		MOBILE:	
		EMAIL:	
PREVIOUS ADDRESS (If resident at current address for less than five years, please provide any previous addresses during this period. Please continue on a separate sheet if necessary):			
Previous Address (1)		Previous Address (2)	
From		To	
From		To	
DCSF NUMBER (if applicable):			
ARE YOU CURRENTLY ELIGIBLE FOR PERMANENT EMPLOYMENT IN THE UK? (Please circle Yes or No, whichever is appropriate.)			YES / NO
If you are not a UK passport holder please provide details of your right to work in the UK			
Please confirm which of the following documents you have. You will be required to bring the original of these documents with you to interview. They will be checked and photocopied. The originals will then be returned to you.			
1) Current Passport			YES / NO
2) Valid Visa showing an authorisation to reside and work in the UK (if applicable)			YES / NO / N/A
3) UK Driving Licence			YES / NO
4) Birth Certificate			YES / NO
5) Professional and Educational Qualification Certificates			YES / NO
6) Overseas Criminal Record Check / Certificate of Good Conduct from an overseas police force, if you have ever worked or lived abroad.			YES / NO / N/A
7) A P45 or P60 confirming your National Insurance Number			YES / NO
8) Two utility bills showing your name and current address			YES / NO
9) Have you subscribed to the DBS Update Service; if yes, please provide your Update Service ID Number Please bring your current DBS disclosure to interview			Update Service ID Number C

EDUCATION AND QUALIFICATIONS

PLEASE LIST DETAILS OF YOUR SECONDARY, FURTHER AND HIGHER EDUCATION				
School / College / University (Full Name, Address & Country)	Dates of Attendance		Qualifications Obtained – Grades & Awarding Body	Date Obtained
	From	To		

OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING Please provide details below of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied		
Name of Awarding Body	Qualifications Obtained – Grade and Level	Date Obtained

DO YOU HOLD A CURRENT FIRST AID CERTIFICATE? IF SO, PLEASE PROVIDE DETAILS AND A COPY OF YOUR CERTIFICATE.

EMPLOYMENT HISTORY

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education and in each case any reasons for leaving employment.

Current Employment

Job Title:		Employer Name & Address:	
Current Salary:			
Current Scale: (if applicable)			
Employed From:		Employed To:	
Please Give a Brief Description of Current Duties, Responsibilities and Achievements			
Please State Your Reasons For Leaving Your Current Post			

Previous Employment in Date Order (please continue on a separate sheet if necessary)

Start Date	End Date	Name and Address of Employer (including Country)	Position Held and Other Duties	Reason for Leaving

Start Date	End Date	Name and Address of Employer (including Country)	Position Held and Other Duties	Reason for Leaving

Gaps In Your Employment

As part of our Safer Recruitment Procedures you are required to account for any gaps in your education or employment history. Please give details and dates (in chronological order) of any gap, clarifying how this time was spent, e.g. looking after children, sabbatical year, voluntary work, etc.

PERSONAL DEVELOPMENT

WHAT ARE YOUR CAREER AND PERSONAL DEVELOPMENT ASPIRATIONS?

PERSONAL QUALITIES, SKILLS AND ABILITIES

PLEASE PROVIDE HERE ANY OTHER INFORMATION THAT MAY ASSIST YOUR APPLICATION, INCLUDING WHY YOU BELIEVE YOURSELF TO BE SUITABLE FOR THIS POST.

INTERESTS AND HOBBIES

PLEASE PROVIDE DETAILS OF YOUR INTERESTS AND HOBBIES, IN PARTICULAR ANY WHICH COULD BE OF BENEFIT TO THE SCHOOL FOR THE PURPOSES OF ENRICHING ITS EXTRACURRICULAR ACTIVITY.

GENERAL INFORMATION

HAVE YOU PREVIOUSLY APPLIED TO THOMAS'S LONDON DAY SCHOOLS FOR EMPLOYMENT? IF YES, PLEASE PROVIDE DETAILS:	YES / NO
HAVE YOU ANY FAMILY CONNECTION OR OTHER CONTACT WITH THOMAS'S LONDON DAY SCHOOLS? IF YES, PLEASE PROVIDE DETAILS:	YES / NO
DO YOU HAVE AN ARMED SERVICE/PUBLIC DUTIES COMMITMENT (e.g. are you JP or a Councillor)? IF YES, PLEASE PROVIDE DETAILS:	YES / NO

REFEREES

Please provide at least two referees, where possible these should relate to two different periods of employment. One referee must be your current or most recent employer. Where the reference is from a school, the reference must be from the Headteacher. 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. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. It is normal practice for references to be obtained prior to interview should candidates be short-listed.

NAME:		NAME:	
COMPANY:		COMPANY:	
ADDRESS:		ADDRESS	
TEL NO:		TEL NO:	
EMAIL:		EMAIL:	
May we contact the referee now?		May we contact the referee now?	
If 'NO' when may we contact them?		If 'NO' when may we contact them?	
In what capacity is the above known to you?		In what capacity is the above known to you?	

DATA PROTECTION

<p style="text-align: center;">The information you provide on this form will be used to process your application for employment. The personal information that you provide will be used in a confidential manner to help with our recruitment process.</p> <p style="text-align: center;">If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.</p> <p style="text-align: center;">We may check the information provided by you on this form with third parties.</p> <p style="text-align: center;">By signing this application form you consent to the processing of sensitive personal data.</p>
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SANCTIONS, RESTRICTIONS AND PROHIBITIONS

Are you, or have you ever been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country?	YES	NO
Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country?	YES	NO
Are you, or have you ever been, the subject of a direction under Section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	YES	NO
Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and skills Act 2008?	YES	NO
Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children?	YES	NO
<i>If you answer YES to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form.</i>		

CRIMINAL RECORDS

<p>An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity (which includes a check on the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.</p> <p>The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs (including those that would normally be considered at 'spent' under the Act) must be declared. Upfront disclosure of a criminal record may not automatically debar you from employment as we shall consider the nature of the offence and any other relevant factors.</p>		
Have you been disqualified from working with children, named on the Children's Barred List (List 99) or the Protection of Children Act List, or subject to any sanctions imposed by a regulatory body?	YES	NO
Have you ever been convicted by the courts of any criminal offence?	YES	NO
Is there any relevant court action pending against you?	YES	NO
Have you ever received a caution, reprimand or final warning from the police?	YES	NO
<i>If you answer YES to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form.</i>		

Please note that any false declaration or misleading statement or a significant omission may disqualify you from employment and render you liable to dismissal. Any job offer is subject to references, an Enhanced Disclosure from the Disclosure and Barring Service and a probationary period all of which must be deemed by Thomas's London Day Schools to be satisfactory.

DECLARATION *please read carefully*

- I declare that the information I have given on this form is complete and accurate.
- I confirm that I am not banned or disqualified from working with children nor subject to any sanctions imposed by a regulatory body. I am not banned from working with children through Disqualification by Association.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- I know of no reasons, on grounds of physical or mental health, why I should not be able to discharge the responsibilities required of me working with children at Thomas's London Day Schools. I understand that any offer of employment made by the school will be conditional on verification of medical fitness.
- For the purposes of the Data Protection Act 1998, I consent to the information received by Thomas's London Day Schools relating to the subject matter on this form being processed by them in administering the recruitment process.
- I consent to the school making direct contact with all previous employers where I have worked with children to verify my reason for leaving that position.
- I consent to the school making direct contact with the people specified as my referees to verify the reference.
- I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.
- I give permission for Thomas's London Day Schools to contact the DBS to verify my Criminal Records Disclosure with the DBS update service (if applicable)

Signed:

Date:

Name (Please print):

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration