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Recruitment Documents

*Feltonfleet School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

**Confidential Application Form**

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks, and the production of documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

**Please complete the details below in black ink and return the form to: hmpa*@*feltonfleet.co.uk**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position applied for** | | |  | | | | |
| **Personal Details** | | | | | | | |
| Title: | Surname: | | Forenames: | | Previous Name(s): | | |
| Address:  Postcode: | | | | | | | |
| Previous Address: (if it has been less than five years since you moved to your current address)  Postcode: | | | | | | | |
| **Telephone Numbers**  Home:  Mobile: | | | | E-mail Address: | | | |
| Nationality: | | | |
| Date of Birth: | | | |
| N.I. Number: | | | | DfES Number: (for teaching positions only) | | | |
| Registration with ISA | | **Yes** | **No** | Registration with GTC (teaching positions only) | | **Yes** | **No** |
| If applicable do you hold Qualified Teacher Status? | | **Yes** | **No** | Do you require a work permit to work in the UK? | | **Yes** | **No** |
| Do you hold a current UK driving licence? | | **Yes** | **No** | Do you own a car? | | **Yes** | **No** |
| Are you related to any member of the governing body/employee of Feltonfleet? | | | | | | **Yes** | **No** |
| If **Yes**, please give name of person: | | | | | | | |

**Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give details of your Secondary and Further Education** | | | |
| College/Institution  Full name & address | Qualifications, grades, date awards made and awarding body | Dates (mm/yyyy) | |
| From | To |
|  |  |  |  |
| **Please give details of any Higher Education or equivalent courses** | | | |
| College/Institution  Full name & address | Qualifications, grades, date awards made and awarding body | Dates (mm/yyyy) | |
| From | To |
|  |  | | |
| **Please give details of any other professional or vocational qualifications you hold**  **that are relevant to your application** | | | |
| Name of awarding body | Qualifications obtained and grade/level | Date obtained | |
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**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. Please give your employment history in reverse date order and include details of any voluntary work.

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| --- | --- | --- | --- | --- |
| **Current Employment** | | | | |
| Job title: Employer:  Current Salary: Address:  Current Scale (if applicable):  Employed from: Employed to: | | | | |
| Please give a brief description of current duties, responsibilities and achievements | | | | |
| **Previous Employment** | | | | |
| From – To  (mm/yyyy) | Name/address/phone number of Employer | Job title and  brief description of duties | Salary per annum | Reason for leaving |
|  |  |  |  |  |
| **If there are any periods in your education or employment history unaccounted for**  **(i.e. time spent raising a family, self-employment, further education or extended travel periods) please give dates and details** | | | | |
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**Health and Disability Details**

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| Do you have a disability for which reasonable adjustments may be required to enable you to attend an interview?  *(‘Disability’ defined as a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day-to-day activities)* | | | | **Yes** | **No** |
| If **Yes**, please give brief details of your disability and the adjustments we would be required to make. | | | | | |
| Are you fit to work? | **Yes** | **No** |  | | |
| If **No** please provide details | | | | | |
| **Leisure and Interests** | | | | | |
| Please note here your leisure interests, sports and hobbies, other pastimes etc | | | | | |

**Referees**

* Please provide two referees and note that we will not contact these referees before your interview if you are short listed.

* One referee must be your current or most recent employer.
* If you are currently working with children, on an either paid or unpaid basis, your current employer will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to.
* 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 that references will not be accepted from relatives or from referees writing solely in the capacity of friends.
* We reserve the right to take up references with any previous employer.
* If you are or have recently been a student, one of your referees should be your Tutor or Head

of Department.

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| **Referee 1** |
| Name: Position:  In what capacity do you know the referee?  Name of organisation:  Address:  Telephone: Email: |
| **Referee 2** |
| Name: Position:  In what capacity do you know the referee?  Name of organisation:  Address:  Telephone: Email: |

**Personal Statement**

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| --- |
| Using the person specification that you have been sent with your application pack please demonstrate, using examples, your suitability for the position you are applying.  Please include your reasons for applying for and interest in this position. |
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**Rehabilitation of Offenders Act**

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| --- | --- | --- |
| *This post involves contact with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments and is subject to sanctions imposed by a regulatory body e.g. The General Teaching Council. All convictions, police cautions or ‘bind-overs’, including any that would otherwise be considered ‘spent’ under the Act* ***must be disclosed,*** *and will be taken into account in deciding whether*  *to make an appointment.*  *In the event of a successful application, all offers of employment are conditional upon receipt of a satisfactory Enhanced Disclosure being obtained and will be sought from the DBS in relation to criminal and child protection matters. Please sign below if you agree that the appropriate enquiry might be made. In the case of overseas applicants we would still obtain Police clearance from their country of origin.* | | |
| Have you been disqualified from working with children, named on the DofE Barred List or the Protection of Children Act List, or subject to any sanctions imposed by a regulatory body (e.g. the GTC)? | **Yes** | **No** |
| Is there any relevant court action pending against you? | **Yes** | **No** |
| Have you ever been convicted and/or cautioned/”bound-over”  in respect of any offence? | **Yes** | **No** |
| If you have indicated “**Yes”** for any of the aboveplease provide full details on a separate sheet and enclose this in a separate, sealed envelope marked ‘Private and Confidential’ for the Attention of the Headmaster along with your application | | |
| **ALL CANDIDATES PLEASE NOTE**  If you are eligible to work in the UK please provide evidence of the document or documents from either List A or List B which are enclosed with this application form. Photocopies will suffice at this stage, but please note that all candidates who are invited to attend an interview will be required to bring original documents with them. | | |
| **Declaration** *please read carefully* | | |
| For the purposes of the Data Protection Act 1998, I consent to the information received by Feltonfleet School relating to the subject matter on 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 and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the DBS, the Secretary of State or a regulatory body. 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.  Signed: Date:  Print name:  **All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.** | | |

May 2019