

**Application form**

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| **Position applied for:** | |
| **PERSONAL DETAILS** | |
| **Surname** | **Forenames** |
| **Title (Mr/Mrs/Miss/Ms/Dr/Other)** | **Date of Birth (Optional)** |
| **Previous Names (if applicable)** | **National Insurance No:** |
| **Permanent Address & Period of occupancy** | **Previous Address (if permanent address is less than 5 years please provide previous addresses up to 5 years)** |
| **Daytime Telephone No.**  **Mobile Telephone No.**  **Email Address:** | |
| Are you legally eligible for employment in the UK Yes No  Do you require a work permit to work in the UK Yes No  Have you ever been convicted of a criminal offence? Yes No  If yes, provide details .............................................................................................................................................  Have you ever been the subject of an investigation or enquiry  by the Police or Local Authority in relation to a child or children? Yes No  If yes, provide details ..........................................................................................................................................  .......................................................................................................................................... | |

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| **EDUCATION AND TRAINING** | | | | | | | | | | | |
| **Secondary Education** | | | | | | | | | | | |
| Name of School(s) | | | From  (month and year) | To  (month and year) | | Subjects Taken | | | Qualifications and Grades  Obtained\* | | |
|  | | |  |  | |  | | | \* If appropriate please show equivalence to UK qualifications | | |
| Please continue on a separate sheet if necessary | | | | | | | | | | | |
| **Further / Higher Education** | | | | | | | | | | | |
| Name of College / University | | | From  (month and year) | To  (month and year) | | Subjects Taken | | | Qualifications and Grades  Obtained\* | | |
|  | | |  |  | |  | | | \* If appropriate please show equivalence to UK qualifications | | |
| Do you have Qualified Teacher Status?  Your Teacher Reference Number (TRN): | | | | | | | | | | | |
| **EMPLOYMENT HISTORY** | | | | | | | | | | | |
| Please supply a **full history in chronological order** (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education including reasons for leaving employment, starting with your current / most recent employer first.  **Please provide explanations for any period not in employment, self-employment or further education / training on a separate sheet.** | | | | | | | | | | | |
| **Present (or most recent) Employer** | | | | | | | | | | | |
| Name of Organisation  (Please give full address) | | Position Held  (state if full or part time) | | | Main Duties / Responsibilities | | | | | From  (month and year) | To  (month and year) |
|  | |  | | |  | | | | |  |  |
| Current Salary: £ | | | | | | | | | | | |
| Reason for Leaving (if applicable): | | | | | | | | | | | |
| **Previous Employers** | | | | | | | | | | | |
| Name of Organisation  (Please give full address) | | Position Held  (state if full or part time) | | | Main Duties / Responsibilities | | | | | From  (month and year) | To  (month and year) |
|  | |  | | |  | | | | |  |  |
| Reason for Leaving: | | | | | | | | | | | |
| Name of Organisation  (Please give full address) | | Position Held  (state if full or part time) | | | Main Duties / Responsibilities | | | | | From  (month and year) | To  (month and year) |
|  | |  | | |  | | | | |  |  |
| Reason for Leaving: | | | | | | | | | | | |
| Name of Organisation  (Please give full address) | | Position Held  (state if full or part time) | | | Main Duties / Responsibilities | | | | | From  (month and year) | To  (month and year) |
|  | |  | | |  | | | | |  |  |
| Reason for Leaving: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Name of Organisation  (Please give full address) | | Position Held  (state if full or part time) | | | Main Duties / Responsibilities | | | | | From  (month and year) | To  (month and year) |
|  | |  | | |  | | | | |  |  |
| Reason for Leaving: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Name of Organisation  (Please give full address) | | Position Held  (state if full or part time) | | | Main Duties / Responsibilities | | | | | From  (month and year) | To  (month and year) |
|  | |  | | |  | | | | |  |  |
| Reason for Leaving: | | | | | | | | | | | |
| Please continue on a separate sheet if necessary | | | | | | | | | | | |
| **ACTIVITIES AND INTERESTS** | | | | | | | | | | | |
| Please note here your leisure interests, sports, hobbies, other pastimes etc. | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | |
| **Please give details of two people who can provide references - one of whom must be your present or most recent employer.**  **Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.** | | | | | | | | | | | |
|  | **Referee 1** | | | | | | | **Referee 2** | | | |
| **Name** |  | | | | | |  | | | | |
| **Address** |  | | | | | |  | | | | |
| **Post Code** |  | | | | | |  | | | | |
| **Telephone** |  | | | | | |  | | | | |
| **Email Address** |  | | | | | |  | | | | |
| **Occupation** |  | | | | | |  | | | | |
| **Relationship to Applicant** |  | | | | | |  | | | | |

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| **DECLARATION BY THE APPLICANT** | |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties.  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.  The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.  The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.  The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Bursar immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.  Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Bursar for more details.  The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.  If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.  If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.  You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks  I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).*  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. | |
| Signature:  Name (in capitals) | Date: |