



Application form for employment

Position applied for:

First name:

Surname:

1 Personal details

Title:

Select

First name:

Middle name(s):

Surname:

Former name:

Date of birth:

National insurance number:

Address line 1:

Address line 2:

City

Postcode

E-mail:

Telephone number(s)

Home:

Work:

Mobile:

Which of the above are preferred contact number(s)?

Home

Work

Mobile

Are you currently eligible for employment in the UK?

Yes No

Please provide details if appropriate.

Do you have Qualified Teacher status?

Yes No

How/where did you hear about the vacancy?

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Director or Advisor of the School?

If so, please provide details.

2 Your education

Please start with the most recent.

2a

From: (using the format mm/yyyy) **To:**

Name of institution:

Subject:

Degree/Result:

Comments if appropriate

2c

From: (using the format mm/yyyy) **To:**

Name of institution:

Subject:

Degree/Result:

Comments if appropriate

2b

From: (using the format mm/yyyy) **To:**

Name of institution:

Subject:

Degree/Result:

Comments if appropriate

2d

From: (using the format mm/yyyy) **To:**

Name of institution:

Subject:

Degree/Result:

Comments if appropriate

3 Other vocational qualifications, skills or training

Please provide details 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 are applying.

4 Latest employment

Current/most recent employer:

Current/most recent employer's address:

Position(s)/title(s) held:

Date started:

Date employment ended (if applicable):

Description of responsibilities:

Current salary/salary on leaving:

Do you/did you receive any employee benefits?

Yes No

If so, please provide details.

Reason for seeking other employment:

5 Previous employment and/or activities

From: (using the format mm/yyyy) To:

Name of employer:

Employer address:

Position(s)/title(s) held:

Description of responsibilities:

Reason for leaving:

From: (using the format mm/yyyy) To:

Name of employer:

Employer address:

Position(s)/title(s) held:

Description of responsibilities:

Reason for leaving:

5 Previous employment (continued)

From: (using the format mm/yyyy) **To:**

Name of employer:

Employer address:

Position(s)/title(s) held:

Description of responsibilities:

Reason for leaving:

From: (using the format mm/yyyy) **To:**

Name of employer:

Employer address:

Position(s)/title(s) held:

Description of responsibilities:

Reason for leaving:

From: (using the format mm/yyyy) **To:**

Name of employer:

Employer address:

Position(s)/title(s) held:

Description of responsibilities:

Reason for leaving:

From: (using the format mm/yyyy) **To:**

Name of employer:

Employer address:

Position(s)/title(s) held:

Description of responsibilities:

Reason for leaving:

6 Interests

Please give details of any interests, hobbies or skills you have which could help you in the development and/or delivery of the curriculum or extra curricular activities.

7 Suitability statement

Please give your reasons for applying for this post and why you believe you are well suited for it. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. If necessary, a separate Word document is acceptable.

8 Health

The School is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Equality Act 2010 (as amended) ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled?

Yes No

If so, please provide details.

Are there any special arrangements you might require to attend an interview?

Yes No

If so, please provide details.

If offered the position applied for (on the basis of the job description provided), are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?

Yes No

If so, please provide details.

In accordance with the guidance published by the Department of Education any offer of employment made by the School may be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire which is targeted, necessary and relevant for the job applied for, and the responses to which may be assessed by a medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician.

9 Criminal records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the DBS which the School considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring website.

If you answer 'Yes' to any of the questions below, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Have you been convicted by the courts of any criminal offence?

Yes No

If so, please provide details.

Is there any relevant court action pending against you?

Yes No

If so, please provide details.

Have you ever received a caution, reprimand or final warning from the police?

Yes No

If so, please provide details.

10 References

Please supply the names and contact details of two people whom we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School, at its discretion, reserves the right to take up additional references.

N.B. References will only be sought for short listed candidates.

Referee 1

Name:

Organisation:

Job title:

Capacity in which referee knows you:

Address:

E-mail:

Phone:

Do we need to contact you prior to approaching the referee?

Yes No

Referee 2

Name:

Organisation:

Job title:

Capacity in which referee knows you:

Address:

E-mail:

Phone:

Do we need to contact you prior to approaching the referee?

Yes No

11 Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, disability or age. A copy of the School's Recruitment Policy is available to all candidates on request. All new appointments within the School are subject to a probationary period.

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.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

12 Declaration

Please mark each declaration.

I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

I confirm that I am not on Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

I declare this information to be correct and agree to sign a printed copy should I be invited for an interview.

Name:

Date

Signature

Signature date
