

APPLICATION FOR EMPLOYMENT

Position Applied for:	
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<u>Personal Details</u>	
Title	Mr/Mrs/Miss/Ms/other* (please state)
Surname	
Forenames	
Former Surname(s)	
Current Address (We require a minimum of 5 years' address history. If resident at current address for less than five years, please provide any previous addresses during this period)	Postcode: Date of Moving in: dd/mm/yy
Previous Address (1) (continue on a separate sheet if needed)	Postcode: Date of Moving in: dd/mm/yy
Previous Address (2) (continue on a separate sheet if needed)	Postcode: Date of Moving in: dd/mm/yy
Have you worked or lived overseas for a period of 3 months or more within the last ten years?	YES/NO* Note: If 'Yes', see "Notes for Applicants" on page 6
Telephone Numbers	Home
	Mobile
	Work (only used with discretion)
Email Address	
Date of Birth	
National Insurance Number	

Shaded areas to be completed by applicants for Teaching Posts only

Teacher's DFE Reference Number			
Do you have Qualified Teacher Status (QTS)?	YES/NO*	Date QTS Obtained?	
NQT / ECT induction completed?	YES/NO*	Date NQT / ECT completed or number of terms left to complete	

Academic/Vocational Qualifications (from Senior School onwards - most recent first)

Name of School/College/University/Awarding Body	Date obtained	Qualification Gained & Grade (if applicable)

Career History

Please supply a full history in chronological order (most recent first) of all employment, training/further education, self-employment and any periods of unemployment since leaving education. You are required in each case to provide the start and end dates and the reasons for leaving employment. Provide, in the section below, where appropriate, explanations for any periods not in employment, self-employment or further education/training. Please continue on a separate sheet if necessary and attach to this document.

Job Title, Main Duties and Responsibilities	Name & Address of Employer	Date From dd/mm/yy	Date To dd/mm/yy	Salary	Reason for Leaving

If you have any gaps of dates in your employment history, please detail in the boxes below.

Reason for the gap in employment history	Date from dd/mm/yy	Date to dd/mm/yy

Abilities, Skills, Knowledge and experience.

Please use this section to show how you meet all of the criteria for the job as set out in the person specification and/or job specification drawing on all aspects of your experience.

Additional Information

Please give any further information and details of experience which you think may assist the school in considering your application. Please also provide details of your interests.

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Health & Medical

Please indicate any special facilities or equipment which would enable you to attend an interview

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General Details *Delete as appropriate

Do you have the right to work in the UK?	YES / NO*
Do you have a relevant current driving licence?	YES / NO / Not Applicable*
Do you hold a current first aid qualification? If 'Yes', give details and date of expiry	YES / NO*
If you are successful in this application, how much notice are you required to give your present employer?	
How did you find out about this vacancy?	
Do you know anyone who is an existing employee or governor of the school? If yes, please give details.	YES / NO*

Referees

Please give the names, addresses and telephone numbers and detail of their relation to you of at least two referees. One referee should be your current or most recent employer. If 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 to work with children. Please note, references will not be accepted from referees writing solely in the capacity of friends or relatives.

It is the School's policy to take up references ***PRIOR*** to interview; if you do not want this to occur please indicate below and complete the "Reason" box below. The School will not contact referees in advance of interview in such cases.

Name	Address	Tel	E Mail	Relationship to you
1.				
2.				
3.				

My references MAY / MAY NOT* be obtained prior to interview* * **Delete as appropriate**

My current employer MAY / MAY NOT* be contacted prior to interview* * **Delete as appropriate**

Please state your reasons for NOT contacting referees and / or current employer prior to interview:

PLEASE NOW DOUBLE CHECK THAT YOU HAVE READ THE NOTES FOR APPLICANTS, THAT ALL SECTIONS ARE COMPLETED AND THAT, WHERE REQUESTED, DATES AND DELETIONS ARE MADE.

PLEASE NOW SIGN AND DATE THIS FORM ON THE NEXT PAGE

Notes for Applicants – Please read carefully

As the post for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. See the School's policy on Recruitment, Selection and Disclosure available on our website.

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an Enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) Code of Practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at <https://www.gov.uk/government/news/new-filtering-rules>. You should be aware that the School will institute its own checks on successful applicants for short listing or prior to appointment with the Disclosure and Barring Service along with other appropriate checks and, by signing this form, you are giving permission for these to be carried out. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Applicants who have lived and worked as a teacher overseas will be required to provide a letter of professional standing from those country(ies).

Applicants who have lived or worked overseas for 3 months or more within the last 10 years will be required to submit the original of a police clearance certificate from the relevant country(ies) prior to confirmation of any employment offer.

DATA PROTECTION. The information collected on this form will be used during the recruitment process, and if you are successful will be added to your employee record. If you are unsuccessful, the information will be retained for six months following the completion of the recruitment process after which all details or papers relating to your application will be securely destroyed. For further information on how we use your information and who we may share it with, please refer to the Data Protection Privacy Notice (Recruitment) which is available on our website.

DECLARATIONS

I confirm that the information I have given in this application for employment is correct to the best of my knowledge and that I have not omitted any relevant details. I understand that the provision of any false or misleading information may give cause for dismissal should I be employed. I understand that the information given about me may be held manually and electronically and under the terms of the Data Protection Act will be treated in a secure and confidential manner.

I understand that the School's policy on Recruitment, Selection and Disclosure requires that any offer of employment and this application will be subject to satisfactory completion of a number of checks and I give my permission for these checks to be carried out at any time and that employment at the School is always conditional upon satisfactory adherence to the School's safer recruitment processes and Staff Code of Conduct. I understand that references, including from my current employer, may be taken up at any time before or after interview unless I have indicated to the contrary on page 4. I understand that this document, once signed, forms the basis of any subsequent contract of employment between me and the School.

Signature:	If completing & submitting this form electronically, please either type your name or insert a scanned signature to the left and then right click on the box below and, under "properties", "check" the box to affirm that the text/scan inserted under "signature" confirms your declarations made in the form at the date to the left. <input type="checkbox"/>
Date:	If asked for interview and this process applies, you will be asked to sign this form upon arrival.

For office use only:

Application reviewed by:	Date reviewed: