

## EMPLOYMENT APPLICATION

<b>Position Applied for:</b>			
<b>1. <u>Personal Details</u></b>			
<b>Title</b>	Mr/Mrs/Miss/Ms/other*:		
<b>Surname</b>			
<b>Forenames</b>			
<b>Former Surname(s)</b>			
<b>Current Address, including postcode (We require a minimum of 5 years' address history. If resident at current address for less than <u>five</u> years, please provide any previous addresses during this period)</b>			
	From:		To:
<b>Previous Address (1) (continue on a separate sheet if needed)</b>			
	From:		To:
<b>Previous Address (2) (continue on a separate sheet if needed)</b>			
	From:		To:
<b>Have you worked or lived overseas for a period of 3 months or more within the last ten years?</b>		<b>YES/NO*</b> Note: If 'Yes', see "Notes for Applicants" on page 5	
<b>Telephone Numbers</b>	<b>Home</b>		
	<b>Mobile</b>		
	<b>Work (only used with discretion)</b>		
<b>Email Address</b>			
<b>Date of Birth</b>			
<b>National Insurance Number</b>			
<i>Shaded areas to be completed by applicants for Teaching Posts only</i>			
<b>Teacher's DFE Reference Number</b>		<b>Date QTS Obtained?</b>	
<b>Do you have Qualified Teacher Status (QTS)?</b>	YES/NO*	<b>Date NQT completed or</b>	

		number of terms left to complete	
NQT induction year completed?	YES/NO*		

<b>2. Academic/Vocational Qualifications</b> (from Senior School onwards <b>in chronological order</b> )		
Name of School/College/University/Awarding Body	Date obtained	Qualification Gained & Grade (if applicable)

**3. Career History**  
Please supply a full history **in chronological order** 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, 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	Date To	Salary	Reason for Leaving

**4. Professional Development**

Please state any long or short courses, attended in the last 3 years.

**5. Abilities, Skills, Knowledge and experience.**

Please use this section to demonstrate how you meet all of the criteria for the job as set out in the Job Specification drawing on all aspects of your experience.

**6. 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.

Now, please describe yourself in three words:

7. Health & Medical				
Please indicate any special facilities or equipment which would enable you to attend an interview				
8. <u>General Details</u>				
Do you have the right to work in the UK?		YES/NO*		
Do you have a relevant current driving licence?		YES/NO*		
Does your licence entitle you to drive a minibus (D1)?		YES/NO*		
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?				
Current Salary?				
Do you know anyone who is an existing employee or governor of the school? If yes, please give details.		YES/NO*		
9. <u>Referees</u>				
<p>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.</p> <p>It is the School's policy to take up references <i>PRIOR</i> 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.</p>				
Name	Address	Tel	E Mail	Relationship to you
1.				
2.				
3.				

<b>My references MAY* / MAY NOT* be obtained prior to interview appropriate</b>	<b>* Delete as appropriate</b>
<b>My current employer MAY* / MAY NOT* be contacted prior to interview appropriate</b>	<b>* Delete as appropriate</b>
<b>Please state your reasons for NOT contacting referees and / or current employer prior to interview:</b>	

**10. Notes for Applicants**

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.

Up-front disclosure of a criminal record may not debar you from appointment as, under our policy on Recruitment, Selection and Disclosure, we take into account the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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 at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs). 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 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. See the School's policy on Recruitment, Selection and Disclosure.

As part of our due diligence on short listed candidates, the school will carry out an online search.

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 Privacy Notice for Staff 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 a failure to declare any convictions (that are not subject to DBS filtering) or 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.*

*I further declare that **either** \*:*

*I have no convictions, cautions, bind-overs or impending prosecutions and I am not disqualified under the Childcare Act 2006.*

**or**

*I have attached details of any convictions, cautions or bind-overs or impending prosecutions in a sealed envelope marked confidential.*

**(\*please delete as appropriate)**

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 an interview and this process applies, you will be asked to sign this form upon arrival.

**NOTE TO APPLICANTS:** PLEASE NOW DOUBLE CHECK THAT YOU HAVE SIGNED & DATED THIS FORM, THAT ALL SECTIONS ARE COMPLETED AND THAT, WHERE REQUESTED, DELETIONS ARE MADE AS APPROPRIATE.