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| **Section 1: Application Details** |
| Post Applied For: |
| Date on which you could take up appointment: |

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| **Section 2: Personal Details and Contact Information** | | | | | | | |
| Title: |  | First Name(s): | |  | | Surname: |  |
| Former name(s) or any other name used: | | | | | | | |
| Home Address:  Post code: | | | | | | | |
| Telephone numbers  Home:  Mobile: | | | | | | | |
| Email address: | | | | | | | |
| National Insurance Number: | | | | | | | |
| Are there any restrictions on you taking up employment in the UK? **Yes/No** (circle one) | | | | | | | |
| Have you lived outside of the UK for more than three months in the last 5 years? **Yes/No**  If yes, please provide details. We will need to obtain a police certificate of good conduct from that country. | | | | | | | |
| Date Entering | | | Date Leaving | | Country | | |
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| **Section 3: Current Employment Details** | |
| Name: | |
| Address: | |
| Telephone Number: | Annual Salary: |
| Present Post: | Date Appointed: |
| Current Notice Period: | |
| Reason for Leaving: | |

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| **Section 4: All Previous Employment** | | | | | |
| 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. You must provide, where appropriate explanations for **any** periods not in employment, self-employment or further education/training and in each case reasons for leaving employment.  **If there are any gaps in your employment history from leaving school to your present employment (e.g. looking after children, sabbatical year), please indicate the details at the appropriate date.** | | | | | |
| Dates of Employment | | Name of Employer/Organisation | Position Held | Full Time, Part Time | Reason for Leaving |
| From | To |  |  |  |  |
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| **Section 5A: Educational Qualifications** | | | |
| Please provide details below of any School, Colleges or Universities you have attended since age 14 in chronological order | | | |
| Name of School/College/ University | Dates Attended | | Qualifications Achieved (with grades and dates) |
| From | To |  |
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| **Section 5B: Professional Qualifications** | |
| Organising Body and Title of Course | Brief Description of Course and Dates |
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| **Section 6: Leisure Activities** |
| Please note below you leisure interests, sports, hobbies etc |
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| **Section 7: Existing Contacts within the School** | |
| Please indicate if you know or are related to any existing employees or pupils at the school, and if so, how you know/are related to them. | |
| **Name and Position Held at the School** | **Relationship to you (e.g. friend, neighbour, sister etc)** |
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| **Section 8: Referees** | | | | |
| Please provide the details of two or three referees  One referee should be your current or most recent employer. Two references will be taken up prior to interview. If you do not want us to contact your current or most recent employer, please specify a third referee. | | | | |
| Referee 1  *Current or most recent employer* | Title: | First Name: | | Surname |
| Relationship: | | | | |
| Email Address: | | | | |
| Daytime Telephone Number: | | | | |
| Address: | | | | |
| Do you give permission for this person to release your personal data to us in response to our reference request?: | | |  | |
| Referee 2 | Title: | First Name: | | Surname |
| Relationship: | | | | |
| Email Address: | | | | |
| Daytime Telephone Number: | | | | |
| Address: | | | | |
| Do you give permission for this person to release your personal data to us in response to our reference request?: | | |  | |
| Referee 3  Only required if current or most recent employer cannot be contacted prior to interview | Title: | First Name: | | Surname |
| Relationship: | | | | |
| Email Address: | | | | |
| Daytime Telephone Number: | | | | |
| Address: | | | | |
| Do you give permission for this person to release your personal data to us in response to our reference request?: | | |  | |

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| **Section 9A: Your Current Role - Reason for Leaving** |
| Please provide a brief reasoning behind your decision to leave your current role. |
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| **Section 9B: Your Current / Previous Role(s) – Working with Children** |
| Have you worked with children during your current role? **Yes/No** (circle one) |
| Have you undertaken volunteer work involving children? **Yes/No** (circle one) |

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| **Section 10: Statement in Support of Your Application** |
| Please use the space below to write in support of your application. This should include details of your work experience and responsibilities as far as they relate to the post for which you are applying. In addition, if you have undertaken any voluntary work or pursue any hobbies or interests that may be relevant, please include details. If completing by hand, continue on another sheet if required. |
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| **Section 11: Data Protection** |
| 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 Privacy Notice for All.  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. |

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| **Section 12: Criminal Records** | | |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.  The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment procedure set out in the School's 'Recruitment, selection and disclosure policy and procedure'. | | |
| Have you been prosecuted for, received a caution for, or been convicted of, any criminal offence whether in the United Kingdom or in another country? You must disclose all spent and unspent convictions. However, you are not required to disclose a spent caution or conviction for an offence committed in the United Kingdom which is protected under the DBS filtering rules | Yes | No |
| Is there any relevant court action pending against you? | Yes | No |
| If you have answered “Yes” to any of the questions, please provide further details here: | | |

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| **Section 13: Sanctions, Restrictions and prohibitions** | | |
| Are you barred from working with children? | Yes | No |
| Are you prohibited from teaching? | Yes | No |
| Are you, or have you ever been the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, any predecessor or equivalent body in England or a regulator of the teaching profession in any other country? | Yes | No |
| Have you ever been the subject of a referral to the Teaching Regulation Agency, any predecessor or equivalent body in England or a regulator of the teaching profession in any other county? | Yes | No |
| Have you ever attended a hearing before a professional conduct panel where consideration was given to imposing on you a sanction, prohibition or restriction which would restrict or prevent you from carrying out teaching work, whether in England or any other country? | Yes | No |
| Are you or have you ever been the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school (section 128 direction)? | Yes | No |
| Have you ever been the subject of a referral to the Department for Education, or any predecessor body, so that consideration could be given to imposing a section 128 direction on you? | Yes | No |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002 which prohibits you from teaching, working regularly with children or from being involved in the management of an independent school? | Yes | No |
| Are you known to the police and / or children’s social care? | Yes | No |
| Are you or have you ever been disqualified from providing childcare? | Yes | No |
| If you have answered “Yes” to any of the questions, please provide further details here: | | |

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| **Section 14: Declaration** |
| * I confirm that the information I have given on this form is true and correct to the best of my knowledge. * I understand that providing false information 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.   SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 14. |