

## Application Form

**Position Applied For:**

### Section 1 – Personal Details

Title:  
Dr/Mr/Mrs/Miss/Ms

Forename(s):

Surname:

Address:

Former names:

Used until:

Preferred name:

National Insurance Number:

Are you currently eligible for employment in the UK?

Yes  No

Postcode:

The school will need sight of your current passport, or failing this another appropriate form of identification as approved by the Home Office.

Telephone Number(s):

Teacher's DCSF/GTC No. (If applicable):

Home:  Work:  Mobile:  Email Address:	Are you registered with the GTC for England? Yes <input type="checkbox"/> No <input type="checkbox"/>  Do you have Qualified Teacher Status: Yes <input type="checkbox"/> No <input type="checkbox"/>
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Have you been the subject of a Disclosure and Barring Service (DBS) check in the past 3 years?  
 Yes  No

If yes, please attach a copy of the disclosure form to this application form. A further DBS check will be undertaken by the School at a later stage in the recruitment process.

**Section 2 – Education**  
**Please start with the most recent**

Name of School/College/University	Examinations			
	Subject	Result	Date	Awarding Body

**Section 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 have applied.

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**Section 4 – Employment**

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:	Date employment ended (if applicable):
Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these:
Reason for seeking other employment:	
Please state when you would be available to take up employment, if offered:	

**Section 5 – Previous Employment and/or Activities since leaving secondary education**

Please continue on a separate sheet if necessary

Dates	Name and address of Employer	Position held and/or duties	Reason for leaving

## Section 6 – Criminal Records

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the CRB. If you are successful in your application you will be required to complete a Criminal Records Bureau disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau.

The School is exempt from the Rehabilitation Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those, which would normally be considered 'spent' under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment.

Have you been convicted by the courts of any criminal offence Yes  No

Is there any relevant court action pending against you? Yes  No

Have you ever received a caution, reprimand or final warning from the police? Yes  No

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

## Section 7 – References

Please supply the names and contact details of two people who 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 intends to take up references from all shortlisted candidates before interview.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
Email Address:	Email Address:
May we contact prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 8 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunities 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 status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children 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 6 months. However, please indicate below if you would like the school to retain your details on file so that you can be notified of future vacancies, which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful?    Yes     No

## Section 9 - Suitability

Please attach to this application form a statement giving your reasons for applying for this post and why you believe you are suitable for the position.

## Section 10 – 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 List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which would 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

