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| **Application for Employment Part A:** Personal Information |

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| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Trustees of the school in the first instance. |

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| **Position applied for:** |

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| **Section 1 – Personal details** | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: |
| Date of birth: | | Former name: |
| Preferred name: |
| Address: | | National Insurance number: |
| Are you currently eligible for employment in the UK?  Yes  No  Please provide details: |
| Telephone number(s):  Home:  Work:  Mobile:  Email address: | | Teacher's R P number (if applicable): |
| Do you have Qualified Teacher status?  Yes  No |

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| **Section 2 – Education**  Please start with the most recent | | | | | |
| **Name of school/college/university** | **Dates of attendance** | **Examinations** | | | |
| Subject | Result | Date | Awarding body |
|  | From:  dd/mm/yy |  |  |  |  |
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| To:  dd/mm/yy |
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|  | From:  dd/mm/yy |  |  |  |  |
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| **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 or salary on leaving:    Scale point | | 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: | | | |

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| **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** |
| From: dd/mm/yy |  |  |  |
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| To: dd/mm/yy |
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| From: dd/mm/yy |  |  |  |
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| To: dd/mm/yy |
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| From: dd/mm/yy |  |  |  |
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| To: dd/mm/yy |
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| **Section 6 – Interests**  Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity | | | | |
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| **Section 7 – Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. 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. Continue on a separate sheet if necessary. |
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| **Section 8 – Health** |
| I confirm that I am medically fit to do the job as described in the job description Yes  No  In accordance with the guidance published by the DfE (formerly DCSF) any offer of employment made by the School will 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 the responses to which will be assessed by the School's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician. |

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| **Section 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 Disclosure and Barring Service Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from the School on request).  The School is exempt from the Rehabilitation of 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. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).  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. |

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| **Section 11 – Recruitment** |
| The School supports the principle of equal opportunities and opposes discrimination on the basis of age, ability, sex, marriage and civil partnership, gender reassignment, race, disability, sexual orientation, religion or belief, pregnancy and maternity, and part time or fixed term employment. (Equality Act October 2010)  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.  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 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 Part B: References and Monitoring Information Form) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |
| **Section 12 – 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 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 consent to the School making direct contact with the people specified as my referees to provide a reference prior to interview.**   Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  Please note that if you submit your form electronically, you will be asked to sign a copy of this form if invited to interview. |