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| **Surname (block capitals)** |
|  |
| **Title and Initials** |
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**APPLICATION FOR EMPLOYMENT**

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| **Title of post advertised**  **Where did you see this post advertised:** |

The school is legally required to carry out a number of pre-appointment checks which are detailed in the school's Safer Recruitment Policy The information you are being asked to provide in this form is required so that the school can comply with those legal obligations should your application be successful. In order to be considered for a position at the school, you must complete all sections of this application form. A curriculum vitae will not be accepted in place of a completed application form.

Please note that the school may carry out online searches on shortlisted candidates (see the school's Safer Recruitment Policy for further information). If you are not shortlisted for the role, online searches will not be carried out on you.

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| **Personal Details** | | | | | | | | **Salary Expectation:** | | | |
| **Title:** | | | **Forenames:** | | | | | | | | |
| **Surname:** | | | | | | **Known as:** | | | | | |
| **Previous surnames:** | | | | | | **Phone numbers:** | | | | | |
| **Address:**  **Post code:** | | | | | | **Home :**  **Mobile:**  **Please indicate preferred daytime contact number:** Home / Mobile | | | | | |
| **At current address since**: ………………………... (month) ………………… (year)  **Have you lived overseas in the last five years?** Yes / No | | | | | | | | | | | |
| **Email:** | | | | | | **N.I. number:** | | | | | |
| **Do you need a work permit or visa to work in the UK?** Yes / No | | | | | | | | | **Date of birth:** | | |
| **If yes, please provide details.** | | | | | | | | | | | |
| **Education and Professional Qualifications** | | | | | | | | | | | |
| Please summarise your **secondary education**, give details of your further education, and any professional qualifications. (***Original certificates of relevant qualifications must be provided****)*. | | | | | | | | | | | |
| **School/College/University** | | **From:**  **mm/yy** | | **To:**  **mm/yy** | **Examinations** | | | | | | **Result/ Qualification** |
|  | |  | |  |  | | | | | |  |
| **Training:** Please give details of relevant courses attended and details of any awards earned. | | | | | | | | | | | |
| **Course Title** | **Provider** | | | | | | **Duration & Dates** | | | **Award** | |
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| **Employment History** Please supply a full history of employment since leaving secondary education, in chronological order (with start and end dates), beginning with your most recent.  NB: To satisfy the requirements for safer recruitment we need to ask you to provide reasons for any periods not in employment, education or training. | | | | | | | | |
| **Current employment notice period:** | | | | | | **Job Title:** | | |
| **From**  **mm/yy** | **To**  **mm/yy** | | **Name and address of employer** | | | **Summary of main responsibilities** | **Salary:** | |
|  |  | |  | | |  | | |
| **Reason for leaving / application:** | | | | | | | | |
|  | | | | | | | | |
| **Previous employment** | | | | | | **Job Title:** | | |
| **From**  **mm/yy** | **To**  **mm/yy** | | **Name and address of employer** | | | **Summary of main responsibilities** | **Salary:** | |
|  |  | |  | | |  | | |
| **Reason for leaving:** | | | | | | | | |
|  | | | | | | | | |
| **Previous employment** | | | | | | **Job Title:** | | |
| **From**  **mm/yy** | **To**  **mm/yy** | | **Name and address of employer** | | | **Summary of main responsibilities** | **Salary:** | |
|  |  | |  | | |  | | |
| **Reason for leaving:** | | | | | | | | |
|  | | | | | | | | |
| **Previous employment** | | | | | | **Job Title:** | | |
| **From**  **mm/yy** | **To**  **mm/yy** | | **Name and address of employer** | | | **Summary of main responsibilities** | **Salary:** | |
|  |  | |  | | |  | | |
| **Reason for leaving:** | | | | | | | | |
|  | | | | | | | | |
| **Previous employment** | | | | | | **Job Title:** | | |
|  |  | |  | | |  | | |
| **Reason for leaving:** | | | | | | | | |
| ***Please continue on a separate sheet if necessary to give a full employment history.*** | | | | | | | | |
| **Gaps in Employment** Please provide details of any gaps in your employment history since leaving secondary education, e.g. gap year, looking after children, unemployment. Gaps in employment will be verified during interview. | | | | | | | |
| **Start date**  **mm/yy** | | **Finish date**  **mm/yy** | | **Reason** | | | |
|  | |  | |  | | | |
| **Personal statement**  Please summarise the skills, experience and personal qualities you would bring to the school, how they relate to the post you have applied for, and why you are interested in this post. | | | | | | | |
| **Voluntary and extra-curricular activities / interests**  Please tell us about any voluntary work, and/or extra-curricular activities / interests. | | | | | | | |
| **Other Employment** | | | | | | | |
| Please tell us about any form of employment (paid or otherwise) or duties that you would wish to continue alongside this post. Estimate the hours per week/month taken. | | | | | | | |
|  | | | | | | | |
| **General** | | | | |  | | |
| **Do you have a current driving licence?** | | | | | Yes / No | | |
| **Please give details of any endorsements:** | | | | | | | |
| **Do you have any current First Aid qualifications?**  **Please provide title and dates of qualification:** | | | | | | | |
| **Health** | | | | | | | |
| **Please specify any special arrangements you will need to attend interview:** | | | | | | | |
| In accordance with guidance published by the DfE, 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. | | | | | | | |

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| **References** Please supply the names and contact details of three people who we may contact for references. One of these must be your current or most recent employer. If you are not currently working with children but have done so in the past, the third referee should be the employer with whom you were most recently employed working with children. Referees will be specifically asked about disciplinary offences relating to children and any child protection concerns. **No referee should be a relative or someone known to you solely as a friend.** The school will take up references from shortlisted candidates and any offer of employment will be conditional upon the school receiving satisfactory references. The school reserves the right to take up references from any previous employer. The school may also telephone your referees in order to verify the reference they have provided. Please note, we do not accept open references. | | | | | |
| **Referee 1** May we contact prior to interview? Yes / No | | | | | |
| **Name & position** | | **Contact details** | **Dates known** | | **In what connection known?** |
| Mr /Mrs /Ms | |  |  | |  |
| **Telephone**: | | | **E-mail:** | | |
| **Referee 2** | | May we contact prior to interview? Yes / No | | | |
| **Name & position** | | **Contact details** | **Dates known** | | **In what connection known** |
| Mr /Mrs /Ms | |  |  | |  |
| **Telephone**: | | | **E-mail:** | | |
| **Referee 3** | May we contact prior to interview? Yes / No | | | | |
| **Name & position** | | **Contact details** | **Dates known** | | **In what connection known** |
| Mr /Mrs /Ms | |  |  | |  |
| **Telephone**: | | | **E-mail:** | | |
| **Criminal Record** 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. The role you are applying 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 are applying 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. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will 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 criteria set out in the school's Safer Recruitment Policy. | | | | | |
| **Declaration**   * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children ⬜ * I confirm that I am not prohibited from carrying out 'teaching work' ⬜ (do not tick this box if the role for which you are applying does not involve 'teaching work') * I confirm that I am not prohibited from being involved in the management of an independent school ⬜ (do not tick this box if the role for which you are applying is not a management role) * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight ⬜ (do not tick this box if the role for which you are applying does not involve the provision of 'childcare') * I confirm that the information I have given on this application form is true and correct to the best of my knowledge ⬜ * 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 ⬜ | | | | | |
| **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.