## APPLICATION FORM

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| **Post applied for …………………………………………………………………………………………………….**  **Where did you see this role advertised ? ……………………………………………………………………** |

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| **Personal details**  Full Name: …………………………………………………………………………………………………………………………………………………………  Former Surnames (e.g. maiden name or any previous change of name(s)) …………………………………………………  Current Address: ………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………………………………...  Post code …………………………………………………………………………………………………………………………………………………………..  How long have you lived at this address ? If less than 5 years please provide all previous addresses.  Previous Address: ……………………………………………………………………………………………………………………………………………...  Previous Address: …………………………………………………………………………………………………………………………………………......  National Insurance Number : ………………………………………………………...  Telephone - Day: …………………………………… Evening: ………………..…………………. Mobile: ……………………..…..………….  Email address: ……………………………………………………………………………………………………………………………………………………  Do you hold a current UK driving licence? Yes / No |

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| **Education and qualifications** | | | | | | | |
| From / To | | Name of School | | | Qualification | Subject(s) & Grade(s) | |
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| **University** | | | | | | |
| From / to | | | Name of University | Qualification | | Subject(s) & Grade(s) |
|  | | |  |  | |  |
| **Other Professional** | | | | | | |
| Date | Qualification | | | | | |
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| **Employment History**  Name of Current Employer: ………………………………………………………………………………………………………………………………  Address: ………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  Job Title & Responsibilities: ..................................................................................................................................................................  …………………………………………………………………………………………………………………………………………………………………………...............................................................................................................................................................................................................................…………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………………………………..  Date of appointment ………………………………………………………………………………………………………………………………………...  Notice period required: …………………………………………………………………………………………………………………………………….  Current salary: ………………………………………………………………………………………………………………………….  Any other benefits: …………………………………………………………………………………………………………………………………………… |

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| **Previous Employment**  Please provide a full history of all previous employment. This should be in chronological order, with start and end dates, and any gaps in employment should be accounted for. | | | |
| From – To | Employer | Position | Reason for leaving |
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Please continue on a separate sheet if insufficient space has been allowed.

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| **Interests and Hobbies**  Please note here your leisure interests, sports and hobbies, other pastimes etc: |

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| **References:** Please provide two references of which one should be your present employer. Please note that references will not be accepted from relatives.  Name: ..................................................................................... Name: ......................................................................................  Address: ……………………………………………………………… Address: ………………………………………………………………  ……………………………………………………………………………... ……………………………………………………………………………...  ……………………………………………………………………………... ……………………………………………………………………………...  ……………………………………………………………………………... ……………………………………………………………………………...  Telephone number: ……………………………………………… Telephone number: ………………………………………………  Email: ……………………………………………………………………. Email: …………………………………………………………………….  Position: ……………………………………………………………….. Position: ………………………………………………………………..  May we take these references up now to comply with DfES Safer Recruitment procedures? **YES/NO** |

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| **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 Recruitment Privacy Notice and Data Protection Policy.  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.  By signing the application form you consent to the processing of sensitive personal data. |

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| **Notes for Applicants**  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment, as we shall consider 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 Head. If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.  Please disclose any unspent convictions, cautions reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2020) provide that certain spent convictions and sanctions 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 https://www.gov.uk/government/news/new-filtering-rules. You should note that the School will institute its own checks on successful applicants for shortlisting or prior to appointment with the Disclosure and Barring Service along with other appropriate checks. 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 and worked as a teacher in the EEA country will be required to provide a letter of professional standing.  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 offer of employment.  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.  **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 if I should 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 Safer Recruitment 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. Employment at the School is always conditional upon satisfactory adherence to the School's safer recruitment processes and Staff Code of Conduct.  ***Signed Date***  ***…………………………………………………………… ………………………………………………………*** |

***Please return this form together with a letter of application to the HR Manager, Windlesham House School, Washington, West Sussex RH20 4AY***