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| **Details of Post Applied For** |
| **Job Title:** |
| **Where did you hear about this vacancy?** |

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. A copy of the School’s recruitment, selection and disclosure policy and safeguarding and child protection policy is available for download from the School’s website.

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 six months.

If there is insufficient space, please continue on a separate sheet giving page number and title heading.

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| **Personal Details** | | |
| **Title:** | **Surname:** | |
| **Forename(s):** | | |
| **Former names including maiden name:** | | |
| **Address (including postcode):** | | |
| **If you have lived at this address less than five years, please provide all previous addresses for the past five years** | | |
| **Previous address:** | | **Previous address:** |
| **Length of time at address:** | | **Length of time at address:** |

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| **Personal Details (continued)** | |
| **Date of birth:** | **National Insurance Number:** |
| **Home Telephone Number:**  **Work Telephone Number:**  **Mobile Telephone Number:**  **Please indicate which of the above numbers may be used to contact you:** | |
| **Email Address:** | |
| **Do you need a work permit to undertake full or part time work in the UK?** Yes No  **If YES which visa do you hold?**  **Expiry Date:** | |
| **Do you hold a valid UK driving licence?** YesNo | |
| **Do you have Qualified Teacher Status (QTS)?** YesNoNot Applicable  **Teacher Registration Number (if applicable):** | |

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| **Are you related to or known by any current or former Sidcot School employee, governor, volunteer or pupil? If so, please provide details below** |

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| **Present or Most Recent Employment Details** | |
| **Are you currently:** EmployedUnemployedSelf Employed | |
| **Current / most recent job title:** | |
| **Name and address (including postcode) and type of business of current or most recent employer:** | |
| **Current salary/salary on leaving: £  per annum  per month  per week** | |
| **Start date:** | **Leaving date (if applicable)** |
| **Please state when you would be available to take up employment if offered?:** | |
| **Reason for leaving/seeking other employment:** | |
| **Please give a brief description of your current or most recent duties / responsibilities or attach a copy of your job description:** | |

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| **Previous Employment Details (in chronological order)** | | | | |
| **We have a responsibility to safeguard children and young adults in our care. Under current legislation we are required to obtain the full employment and education history, including dates, of all individuals engaged by the School who may undertake regulated activity. If you have any breaks/gaps within your employment history since leaving school, details of these periods and your activities during these times eg unemployment/extended travel/raising a family, voluntary work/training must be included.** | | | | |
| **Employer’s name/type**  **of business and**  **address** | **Job title** | **Dates employed** | | **Reason for leaving** |
| **From** | **To** |
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**Please add any additional employers/information on a separate sheet**

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| **Education and Other Training Details** | | | |
| **You may be required to produce original certificates** | | | |
| **Secondary Schools attended (please continue on separate sheet if necessary)** | | | |
| **Name of School** | **From** | **To** | **Qualifications gained** |
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| **Universities / Colleges attended (please continue on separate sheet if necessary)** | | | |
| **Name of Institution** | **From** | **To** | **Qualifications gained including Class/Division of degree if applicable** |
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| **Professional / other relevant qualifications (please continue on separate sheet if necessary)** | | | |
| **Qualifications** | | **Date** | **Awarding Body** |
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| **Details of membership of any professional body to which you belong** | | | |
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| **Details of relevant training courses attended during last five years including dates (continue on separate sheet if necessary)** | |
| **Date** | **Training** |
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| **Skills, Abilities, Knowledge and Experience (please continue on separate sheet if necessary)** |
| **Please briefly describe how your skills, abilities, knowledge and experience match those set out in the job description and person specification. This should include any relevant experience gained whilst undertaking previous jobs and from “other-than-paid” work such as at home, in the community or through voluntary / leisure / college activities.** |
| **Please list your wider activities and interests:** |
| **Teaching Staff - please indicate whether you may like to offer any of the above as an activity for students:** |

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| **References** | |
| **Please give the name, address and other contact details of three people who can provide a reference for you. One must be your current or most recent employer.**  **If your current / most recent employment does / did not involve work with children, then your second or third referee should be from your employer with whom you most recently worked with children.**  **References cannot be accepted from relatives or from people writing solely in the capacity of friends. ‘Open references’ cannot be accepted. We reserve the right to take up further references from any other previous employer.**  **The School intends to take up references from all shortlisted candidates before interview.** | |
| **Referees** | |
| **Current / most recent employer. May we contact this referee prior to interview?** Yes No | |
| **Name/job title and address:** | **Telephone No:**  **Email address:**  **Relationship to applicant:** |
| **Second referee. May we contact this referee prior to interview?** Yes No | |
| **Name/job title and address:** | **Telephone No:**  **Email address:**  **Relationship to applicant:** |
| **Third referee. May we contact this referee prior to interview?** Yes No | |
| **Name/job title and address:** | **Telephone No:**  **Email address:**  **Relationship to applicant:** |

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| **Additional Information** |
| **Please use this page to provide any further or supporting information. If you are applying for a pastoral position, please include any relevant information regarding any dependents whose accommodation requirements should be taken into consideration.**  **If you wish, you are also welcome to provide a curriculum vitae (to be no longer than two sides of A4) and a supporting letter of application (to be no longer than one side of A4)** |

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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. The School complies with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Digital Security 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. |

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| Declaration |
| **As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.**  **I have not been disqualified from working with children. I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (eg *the General Teaching Council for England, or the Teaching Regulation Authority*).**  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.  Signed: Click here to enter text.  Dated: Click here to enter a 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. |