# APPLICATION FORM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position applied for: | |  | | |
| Where did you see this position advertised? | |  | | |
| 1. Personal Details | | | | |
| Title : | Forename(s): | | | Surname: |
| Address:  Postcode: | | | Former name: (including maiden name) | |
| Preferred name: | |
| How long have you lived at this address?  If less than 5 years, please provide all previous addresses for past 5 years. | | | | |
| Previous address:  Postcode: | | | Previous address:  Postcode: | |
| Length of time at address: | | | Length of time at address: | |
| **Contact details:**  Home telephone: Email:  Mobile telephone:  Work telephone: | | | | |
| Are you eligible for employment in the UK? Yes  No  *If you have a work permit, please provide expiry date:*  Do you have a First Aid Certificate e.g. Level 3 First Yes  No  Aid at Work/Emergency First Aid at Work  Do you have Qualified Teacher Status? Yes  No  If so, please provide your teacher reference number:  Please provide full details of membership of any professional bodies: | | | | |

|  |
| --- |
| **Work Overseas**  If you have lived outside the UK, for more than three months, please detail below the relevant countries and time periods. You will need to supply a Police Certificate of Good Conduct from that country should your application be successful. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Academic and Vocational Qualifications** | | | |
| Please provide details of all academic and vocational qualifications: | | | |
| Award/Qualification | Awarding Body | Date Obtained | Grade (if appropriate) |
|  |  |  |  |
| **If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.** | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional Development** | | | | | |
| Long Courses (Attended during the last 3 years) | | | | | |
| Name of Course (and award, if gained) | | Provider | Ftime/Ptime or Seconded | From | To |
|  | |  |  |  |  |
| Short Courses (Attended during the last 3 years) | | | | | |
| Name of Course  (and award, if gained) | Provider | | Ftime/Ptime or Seconded | From | To |
|  |  | |  |  |  |

| 3: Further Education and Career History | | | | |
| --- | --- | --- | --- | --- |
| Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.  Please **start with your current or most recent employer** and in each case the reason for leaving employment. | | | | |
| Employer/Training Establishment | Start Date | End Date | Position Held (including subject taught at which level) | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.** | | | | |
| Please provide **explanations for any periods not in employment**, further education or training. | | | | |

|  |  |
| --- | --- |
| Current Salary | |
| Salary (basic) if appropriate (Please indicate spine point) | Additions (Please indicate responsibility points, London Allowance etc) |
|  |  |
| Total Salary |  |

|  |
| --- |
| Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post. |
|  |
| **If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.** |

|  |
| --- |
| 4. Interests  Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. |
|  |

|  |
| --- |
| 5: Conflict of Interest  Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6. Referees  Please provide at least two professional referees. One referee should be your current or most recent employer. | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Tel No. |  | Tel No. |  |
| Email |  | Email |  |
| May we contact prior to interview? | Yes/No | May we contact prior to interview? | Yes/No |

|  |
| --- |
| 7. 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. |

|  |
| --- |
| 8. Recruitment |
| 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, and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments 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 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. |

|  |
| --- |
| 9. 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  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 'Recruitment, selection and disclosure policy and procedure'. |
| * **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 the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).*** * **I confirm that, to the best of my knowledge, I am not disqualified from working within an Early Years provision or later years’ provision with children under the age of eight.** * **I confirm that I am not subject to a Direction under Section 142 of the Education Act 2002 or Section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.** * **I understand the 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 my 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 verify the reference.**   Signature: 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 at Section 9.* |

**EQUAL OPPORTUNITIES MONITORING FORM**

|  |
| --- |
| **This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.**  **All information provided will be treated in confidence and used as set out in the School’s Recruitment Privacy Notice and Data Protection Policy.** |

St Gabriel’s recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities. Please complete the form as you feel is most appropriate for you.

**Position applied for:**

|  |
| --- |
| **White**:  British  Any other white background\* |

\*Please specify

|  |
| --- |
| **Mixed**:  White and Black Caribbean White and Black African White and Asian  Any other mixed background\* |

\*Please specify

|  |
| --- |
| **Black or Black British**: Caribbean  African  Any other Black background\* |

\*Please specify

|  |
| --- |
| **Asian or Asian British**:  Indian  Pakistani  Bangladeshi  Any other Asian background\* |

\*Please specify

|  |
| --- |
| **Chinese or other Ethnic Group**:  Chinese  Other Ethnic Group\* |

\*Please specify

|  |
| --- |
| **Gender** (please specify): |

|  |
| --- |
| **Date of Birth:** |

|  |
| --- |
| **Do you consider yourself to have a disability?**  Yes  No  If yes, please state nature of disability: |
| **The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities”.** |

If you wish, you may disclose information about yourself in this section about your:

|  |
| --- |
| Religion |
| Sexual orientation |

|  |
| --- |
| **How did you become aware of this vacancy?**  Media: Date: Reference: |