EMPLOYMENT APPLICATION FORM

**Please complete all sections and save the file as a PDF. The filename should include your full name.**

**Follow this link to complete the** [**Equal Opportunities monitoring form**](https://forms.gle/JMpVwe3vfBp6PdEHA)

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| Position applied for: | | | Date of application: |
| Where did you see the role advertised? | |  | |
| **Section 1 – Personal Details** | | | |
| *Title:* | *Forename(s) and Middle Name(s):* | | *Surname:* |
| *Preferred name:* | | | *All former names (including maiden name):* |
| **Are you currently eligible for employment in the UK? Yes □ No □** | | | |
| **Contact details** | | | |
| Contact phone number: | | | |
| Address:  Postcode: | | | |
| Email address: | | | |
| Do you have a connection to an existing employee, governor or volunteer that could potentially cause a conflict of interest? If so, please provide details.  *(This does not prevent you from being considered for the role for which you are applying.)* | | | |

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| **Section 2 – 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 are set out in our Application and Recruitment Process Explanatory Note 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 special category personal data. |

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| **Section 3 – Academic & Vocational Qualifications**  Please start with the most recent and include all qualifications from GCSE or equivalent.  If you need more space, please use the Additional Information section on page 10. | | | | | |
| **Name of Secondary School/College/University** | **Dates of Attendance From – To** | | **Education** | | |
| **Qualifications Gained (state level)** | **Grade/Class of Degree** | **Awarding Body** |
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| **Section 4 – Other relevant skills or training courses attended**  Please provide details of any skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please include all professional development courses attended during the last 3 years. If you need more space, please use the Additional Information section on page 10. | | | |
| **Organising Body** | **Course title** | **Qualification(s) Attained** | **Length of Course** |
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| **Section 5 – Present or last employment** | | |
| Current/most recent Employer: | Current/most recent Employer’s address: | |
| Current/most recent Job Title / Post: | Date started: | Date employment finished (if applicable): |
| Brief description of responsibilities: | | |
| Reason for leaving or wanting to leave: | | |
| Current Salary: | Do you/did you receive any employee benefits?  If so, please provide details of these: | |
| Date when you would be available to start employment if offered: | | |

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| **Section 6 – Career history**  Please provide full details of all positions (employment and self-employment) and unpaid work since leaving secondary education. Please start with your most recent role, excluding the one listed in Section 5.  Please provide explanations for any periods not in employment, further education or training.  *Please continue on a separate sheet if necessary.* | | | | |
| Dates  From - To | | Name & address of Employer | Position held and/or other duties | Reason for leaving |
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| **Section 7 – Information in support of your application**  Please provide your reasons for applying for this post and why you believe you are suitable for the position. Study the Job Description and Person Specification, be concise but make sure that you cover ALL the essential points of the Job Description and Person Specification. Describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability to undertake the duties of the post.  *Please continue on a separate sheet(s) if necessary.* |
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| **Section 8 – Interests**  Please provide details of any interests, hobbies or skills that you could bring to the Schools for the purposes of extra-curricular activity. |
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| **Section 9 – Other information**  Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview. Please tell us about any reasonable adjustment you would need to help you do the job for which you are applying. |
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| **Section 10 – References**  Please provide details of three referees who are willing to support your application.  One of your referees **must be** your present/ or most recent employer.  *Please note: We follow the UK government’s Keeping Children Safe in Education (as amended) statutory guidance which requires that schools should obtain references BEFORE interview as this allows any concerns raised to be explored further with the referee and taken up with the candidate at interview.* | |
| Name (Referee 1): |  |
| Organisation: |  |
| Address including post code: |  |
| Contact phone number: |  |
| E-mail address: |  |
| Position: |  |
| Relationship to you: |  |
| **May we contact prior to interview?** | **Yes □ No □** |

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| Name (Referee 2): |  |
| Organisation: |  |
| Address including post code: |  |
| Contact phone number: |  |
| E-mail address: |  |
| Position: |  |
| Relationship to you: |  |
| **May we contact prior to interview?** | **Yes □ No □** |
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| Name (Referee 3): |  |
| Organisation: |  |
| Address including post code: |  |
| Contact phone number: |  |
| E-mail address: |  |
| Position: |  |
| Relationship to you: |  |
| **May we contact prior to interview?** | **Yes □ No □** |

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| **Section 11 – Declaration**  *(if you submit this form electronically you will be required to sign this declaration if invited to interview)* | |
| 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.  You should be aware that the Schools 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 (e.g., the General Teaching Council for England, or the Teaching Regulation Agency).** | |
| **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.** | |
| **Signature:** | **Date:** |
| **Additional Information**  *If you have additional information relating to sections 3, 4, 6 or 7 please insert it below.*  *Please reference the section to which the additional information relates.* | |
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