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**Longacre School**

**Application Form for Employment**

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| Position applying for: | | | |
| 1. Personal details | | | |
| Title : | Forename(s): | | Surname: |
| Address: | | Former name: (including maiden name) | |
| Date of Birth: | |
| Postcode: | | 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: | | Previous address: | |
| Postcode: | | Postcode: | |
| Dates at this address (please include month and years: | | Dates at this address: | |
| Contact details  Home telephone: Email: \_\_\_\_\_\_  Mobile telephone:  Work telephone: | | | | |

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| 2. General | | | | | | | | | | | | | |
| Are you currently eligible for employment in the UK? Yes **□** No **□**  Do you have a current full UK driving licence Yes **□** No **□**  Do you have Qualified Teacher Status? Yes **□** No **□**  When would you be available to start employment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please provide full details of membership of any professional bodies  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| 3. Academic Qualifications  Please provide details of all academic and vocational qualifications: | | | | | | | | | | | | | |
| Award/Qualification | | Awarding Body (such as AQA, Edexcel) | | | | | | Date Obtained | Grade (if appropriate) | | | | |
|  | |  | | | | | |  |  | | | | |
| Professional Development | | | | | | | | | | | | | |
| Other vocational qualifications, skills or training | | | | | | | | | | | | |
| Name of Course (and award if gained) | | | Provider | | | Full time/Part time or Seconded | | | | | From | To |
|  | | |  | | |  | | | | |  |  |
| Outside Interests | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 4. Employment History | | | | | | | | | | | | | |
| Please provide full details of all positions held and of all 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.  Please provide explanations for any periods not in employment, further education or training. | | | | | | | | | | | | | |
| Employer | Dates | | | Position held | | | Brief description of responsibilities | | | Reason for leaving | | | |
|  |  | | |  | | |  | | |  | | | |
| Current Salary | | | | | | | | | | | | | |
| Salary (basic) if appropriate (Please indicate spine point) | | | | | Additions (Please indicate responsibility points, London Allowance etc and any other benefits) | | | | | | | | |
|  | | | | |  | | | | | | | | |
| Total Salary | | | | |  | | | | | | | | |
| 5. Supporting Statement  Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post. | | | | | | | | | | | | | |
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| 6. 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. | | | |
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| 7. 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 | |
| 8. 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. | | | |
| 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 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 (2013) provide that certain spent convictions and cautions 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 the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs) All other spent connections and cautions must be disclosed.  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.  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.   |  |  | | --- | --- | | I have nothing to declare | I enclose a confidential statement | | (please delete as appropriate) | | | | | |

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| 10. 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.  A copy of the School's Safer Recruitment Policy and Safeguarding Policy are available for download from the School's website. Please take the time to read them.  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 one year. |

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| 11. Declaration |
| 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: |