**APPLICATION FORM**

Please return completed forms by email to: [hmpa@stedwards.org.uk](mailto:hmpa@stedwards.org.uk)

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| **Position applied for:** | |  | | | | | | | | |
| **Section 1 – Personal Details** | | | | | | | | | | |
| Title | |  | | | | | | | | |
| Forname(s) | |  | | | | | | | | |
| Surname | |  | | | | | | | | |
| Former name(s) | |  | | | | | | | | |
| Address | |  | | | | | | | | |
| Telephone Numbers | |  | | | | | | | | |
| E-mail address | |  | | | | | | | | |
| Date of birth | |  | | | | | | | | |
| NI Number | |  | | | | | | | | |
| Teacher Reference Number (if applicable) | |  | | | | | | | | |
| How did you hear about this role? | |  | | | | | | | | |
| **Section 2 – Education** (most recent first) | | | | | | | | | | |
| **School/college/university** | | | **Dates attended** | | | | **Subject** | | **Exam Result** | |
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| **Section 3 – Other vocational qualifications, skills or training** | | | | | | | | | | |
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| **Section 4 – Current / Most Recent Employment** | | | | | | | | | | |
| Employer: | | | |  | | | | | | |
| Employer’s address: | | | |  | | | | | | |
| Job title | | | |  | | | | | | |
| Responsibilities | | | |  | | | | | | |
| Date started | | | |  | | | | | | |
| Date left employment (if applicable) | | | |  | | | | | | |
| Current salary | | | |  | | | | | | |
| Reason for leaving | | | |  | | | | | | |
| Notice period | | | |  | | | | | | |
| **Section 5 – Previous employment since leaving secondary education** | | | | | | | | | | |
| **Dates From/To**  **(DD/MM/YY)** | **Name / address of employer** | | | | **Position held and/or duties** | | | | | **Reason for leaving** |
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| Please provide details of any gaps in employment: | | | | | | | | | | |
| **Section 6 – Interests** (Please give details of any interests, hobbies or skills) | | | | | | | | | | |
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| **Section 7 – Suitability** (Please use this section to explain in detail why you are suitable for the position, including how your experience to date relates to the requirements set out in the job description) | | | | | | | | | | |
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| **Section 8 – Health** | | | | | | | | | | |
| The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. | | | | | | | | | | |
| Do you consider yourself to be disabled? | | | | | |  | | | | |
| Are there any special arrangements you might require to attend an interview? | | | | | |  | | | | |
| If offered the position applied for, are there any arrangements or adjustments that the School would need to make to enable you to carry out the role? | | | | | |  | | | | |
| In accordance with the guidance published by the DfE any offer of employment made by the School will be conditional upon verification of the successful applicant’s medical fitness for the role. If your application is successful, you will be required to complete a medical questionnaire. | | | | | | | | | | |
| **Section 9 – Criminal records** | | | | | | | | | | |
| An offer of employment is conditional upon the School receiving a satisfactory Enhanced Disclosure from the DBS. If you are successful in your application you will be required to complete a Criminal Records Bureau Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment.  The disclosure of a criminal record will not bar a person from being offered a position unless the School considers that the conviction renders them unsuitable. In making this decision the School will consider the nature of the offence, how long ago the offence was committed, the person’s age when the offence was committed and other factors which may be relevant. | | | | | | | | | | |
| Have you been convicted by the courts of any criminal offence? | | | | | |  | | | | |
| Is there any relevant court action pending against you? | | | | | |  | | | | |
| Have you ever received a caution, reprimand or final warning from the police? | | | | | |  | | | | |
| If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. | | | | | | | | | | |
| *Special requirements (care sector)*  Because the position involves the care of children employment is dependent on the following:   1. Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service 2. Such disclosure being acceptable to us 3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available). 4. Two satisfactory written references 5. Evidence of physical or mental suitability for your work | | | | | | | | | | |
| **Section 10 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. If you have never worked with children, the second reference should be from a previous employer or can be a character reference. Neither referee should be a relative or someone known to you solely as a friend. The School will typically take up references from all shortlisted candidates before interview. | | | | | | | | | | |
|  | | **Referee 1** (current employer) | | | | | | **Referee 2** | | |
| Name: | |  | | | | | |  | | |
| Organisation: | |  | | | | | |  | | |
| Address: | |  | | | | | |  | | |
| Occupation: | |  | | | | | |  | | |
| Telephone number: | |  | | | | | |  | | |
| Email Address: | |  | | | | | |  | | |
| May we contact prior to interview? | |  | | | | | |  | | |
| **Section 11 – 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 status, religion or religious belief, disability or age. All new posts within the School 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.  All applicants who are invited to interview will be required to bring the following evidence of 1) Identity, 2) Address and 3) Qualifications with them in the form of any of these examples:-   * Passport or full birth certificate or Current driving licence (including counterpart) and * Two utility bills or statements (from different sources) showing their name and home address (less than 3 months old) and * Documentation confirming their National Insurance Number (P45, P60 or National Insurance Card) and * Documents confirming any relevant educational and professional qualifications referred to in their application form.   Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.  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 be confidentially destroyed. | | | | | | | | | | |
| **Section 12 – Declaration** | | | | | | | | | | |
| 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 List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.  I understand that 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 may 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. | | | | | | | | | | |
| Signature | |  | | | | | | | | |
| Date | |  | | | | | | | | |
| **ADDITIONAL INFORMATION** | | | | | | | | | | |
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