

**EMPLOYMENT APPLICATION FORM**

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| Position applied for |  |
| How did you hear of this position? |  |

# Personal details

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| Full name | |  |
| Title (select as appropriate) | | Mr  / Mrs  / Miss  / Ms  / Other |
| Maiden name or previous names | |  |
| Current Address:    Post Code: | | Daytime telephone number: |
| Mobile No: |
| Home No: |
| Email: |
| Correspondence Address (if different from above):  Post Code: | | |
| Previous Address:  (If resident at current address for less than five years please provide any previous addresses during this period with dates.) | | |
| Are you currently entitled to live and work in the UK? Yes  No  (Under the Immigration, Asylum and Nationality Act 2006, you will be asked to produce original documentation prior to your start date)  If no, please provide details: | | |
| Place of birth: | National Insurance No: | |
| *Shaded areas to be completed by applicants for Teaching Posts only* | | |
| Teacher’s DFE Reference Number:  (also known as Teacher Reference Number TRN) | Do you have qualified teacher status (QTS)?  QTS number: Date obtained: | |
| What Child Protection Training, if any, have you attended and when? | Probationary period/NQT induction year completed?  Yes  No  Please give date completed or terms left to complete if ‘no’: | |
| Do you hold a current First Aid at Work Certificate/Paediatric First Aid?  Yes  No  If Yes, please give details and date of expiry. | Do you hold a current UK driving licence?  Yes  No  If you have any current penalty points on your driving licence please give details.  Does your licence entitle you to drive any class of minibus (indicated by D1 on your licence)?  Yes  No | |
| Are you related to, or a close friend of a member of staff, governor or pupil of this school?  Yes  No  If yes, please state name(s) of the person(s) and relationship: | | |

# Educational and Academic Qualifications

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| --- | --- | --- | --- | --- |
| Starting with the most recent, please give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained. | | | | |
| Name of School, College, University etc. | Dates Attended  From/To | Full or Part Time | Examination taken or to be taken  (with dates) | Results/ Qualifications  obtained and name of awarding body |
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# Courses & Professional Qualifications

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| Please give details of any professional qualifications obtained and list any relevant courses attended in the past three years | | | |
| Course Title | Organising Body | Date(s) and Duration | Any Qualifications Obtained |
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# Employment details – current or last employer

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| Name and address of current/most recent employer or college/school | Job Title:  Full Time  Part Time | |
|  | Start Date: | Notice required: |
| Current/Previous Salary:  Current Grade/Scale Point: | Date of leaving  (if applicable): |

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| Briefly outline your main duties and responsibilities: |
| Reason for leaving/wishing to leave |

# Previous employment

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| A full history in chronological order since leaving secondary education, including periods of any  post-secondary education or training, and part-time and voluntary work as well as full-time  employment, with start and end dates, explanations for periods not in employment or training, and  reasons for leaving employment. Continue on a separate sheet if necessary. | | | |
| Name, Address and Telephone No.  (including nature of business if not a school) | From/To  (exact dates) | Job Title, Salary and (for teaching posts only) Subjects Taught | Reason for leaving |
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| Please provide details of any employment and/or unpaid/voluntary work that, if your application, was successful you would continue while at the school: |

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| If there are any periods of time that have not been accounted for in your application, for instance, period spent raising family or of extended travel, please give details of them here with dates. The information provided on this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment, and other experience. Failure to provide a full account may lead to your application being rejected. | |
| Dates (From/To) | Activity |
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#### Breaks in Employment/Education

**Interests/Hobbies and Skills**

# Please give details of any interests, hobbies or skills that you can bring to Great Walstead.

#### Personal Statement

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| Please provide a written statement of no more than **1250** words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability to this post and how you meet the candidate specification. Continue on a separate sheet if necessary. |

# References

Please provide details of two referees. **One must be your present or last employer** (where applicable) and the other must be a second employer. If you have not been employed previously, please provide an academic and character reference**. All professional referees should be from different organisations.** Please note that references will not be accepted from relatives or from those writing solely in the capacity of a friend.

Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed to work with children.

**A job offer will not be made without 2 references.**

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.

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| **Present/last employer referee (relationship to applicant and job title required)** | | |
| Name & Job Title: |  | |
| Address |  | |
| Tel No: |  | |
| Mobile No: |  | |
| Email Address |  | |
| May we contact this referee prior to interview? (select as applicable) | | Yes  / No |
| **Second employer or academic/character referee** | | |
| Name & Job Title: |  | |
| Address |  | |
| Tel No: |  | |
| Mobile No: |  | |
| Email Address |  | |
| May we contact this referee prior to interview? (select as applicable) | | Yes  / No |

**International Police Checker**

The Disclosure and Barring Service is not able to access all police records held internationally. Consequently, you may be required to submit a separate police check from any country you have lived, worked or travelled in for more than six months.

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| **Have you ever lived/worked/travelled abroad for more than six months?**  If your answer is yes, please provide details below of the country (or countries) and the dates that you were there. | | | | **YES/NO** | |
| Name of country | Dates | | | | |
| From | | To | | |
| Mth | Yr | Mth | | Yr |
|  |  |  |  | |  |

## Other Details

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| If you are offered the post you will be required to complete a detailed health questionnaire and your appointment will be conditional upon the completed questionnaire being satisfactory. Should we require further information about your state of health, we may wish to contact your doctor with a view to obtaining a medical report and you may be required to undergo a medical examination. If this is the case we will advise you.  **Do you authorise us to contact your G.P or to ask the School doctor for a medical report if you are selected?** | **YES/NO** |

**Declaration**

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| **I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false or misleading information or deliberate omission may, in the event of my employment, result in dismissal or disciplinary action.**  **I give my consent for Great Walstead to undertake online, reference checks and a DBS check including contacting the DBS Update Service as necessary.**  **I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy Great Walstead School of my suitability for employment at its school. I hereby authorise Great Walstead School and its agents to verify the information that I have provided and agree that any person who is contacted as part of this verification process may provide Great Walstead with any information about me which that person holds that is relevant to my application.**  **I agree that GWS reserves the right to require me to undergo a medical examination.**  **I understand that information given in this application, and any other subsequent information provided, will be held on computer and processed in accordance with the Data Protection Act 2018 and I hereby freely give Great Walstead School consent to use and process my personal data for employment purposes.**  **I confirm that I am eligible to apply for this role at Great Walstead and that I am not banned from engaging in regulated activity relevant to children.**  **I give my consent for Great Walstead to share my email address with third parties for safeguarding and training purposes.**  **In giving my consent:**   * **I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).** * **I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.** * **I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.** * **I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.** * **I understand that the Data Controller for Great Walstead is the Director of Finance & Operations.** * **I understand that if I am dissatisfied with how Great Walstead uses my data I can make a complaint to the Information Commissioner’s Office.**   **I confirm that all information given in this Application Form is true and accurate.**  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If you complete this form electronically you will be asked to sign a hardcopy when you attend for interview.** |

# How to return your form

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| Please submit by email to [vacancies@greatwalstead.co.uk](mailto:vacancies@greatwalstead.co.uk). Should you be successful an original signature will be requested at interview. |