



GREAT WALSTEAD
SCHOOL

Position applied for	
How did you hear of this position?	

Personal details

Full name	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>
Maiden name or previous names	
Current Address:	Daytime telephone number:
	Mobile No:
	Home No:
Post Code:	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 <input type="checkbox"/> No <input type="checkbox"/> (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:

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<i>Shaded areas to be completed by applicants for Teaching Posts only</i>	
Teacher's DFE Reference Number: <small>(also known as Teacher Reference Number TRN)</small>	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 <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details and date of expiry.	Do you hold a current UK driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>
Are you related to, or a close friend of a member of staff, governor or pupil of this school? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state name(s) of the person(s) and relationship:	

Educational and Academic Qualifications

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

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

Employment details – current or last employer

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

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Briefly outline your main duties and responsibilities:

Reason for leaving/wishing to leave:

Previous employment

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

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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Breaks in Employment/Education

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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Personal Statement

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.

Interests/Hobbies and Skills

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

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.

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 <input type="checkbox"/> / No <input type="checkbox"/>
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 <input type="checkbox"/> / No <input type="checkbox"/>

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Disclosures

Any offer of employment will be conditional upon the School receiving a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau (CRB)). A barred list check will also be requested if appropriate. The successful candidate will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with the DBS Code of Practice.

The School is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions, cautions, reprimands and final warnings, including those regarded as “spent” under the Act, regardless of how long ago. Disclosure of a criminal record will not automatically debar you from employment; each case will be assessed fairly by the School prior to offering employment.

Have you been convicted by any courts of a criminal offence?	YES	NO
Is there any relevant court action pending against you?	YES	NO
Have you ever received a caution, reprimand or final warning from the police?	YES	NO
Are you subject to any sanctions imposed by a regulatory body, e.g. the GTC?	YES	NO
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at this setting?	YES	NO
Have you been barred from working with children?	YES	NO
Are you ‘Disqualified from working with children’?	YES	NO
Have your own children ever been subject to a care order, child protection order or an exclusion order?	YES	NO
Have you had your registration cancelled in relation to childcare or children’s homes or have you been disqualified from private fostering?	YES	NO

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If you have answered 'Yes' to any of the above questions please provide details on a separate sheet and send this in a sealed envelope marked "**Confidential**", with your name on it, along with your application form.

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 three months.

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

Other Details

<p>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.</p> <p>Do you authorise us to contact your G.P or to ask the School doctor for a medical report if you are selected?</p>	YES/NO
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Declaration

<p>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.</p> <p>I give my consent for Great Walstead to undertake reference checks and any necessary checks on the DBS Update Service.</p> <p>I acknowledge that undertaking verification of the information provided in this form is</p>
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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 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.

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

Please submit by email to vacancies@greatwalstead.co.uk However we will require receipt of a signed hard copy. You can also send your completed application form by post or in person to:

Trish Couldrey

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Human Resources Director
Great Walstead School
East Mascalls Lane, Lindfield
Haywards Heath
West Sussex
RH16 2QL

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