

Confidential

APPLICATION FORM

(This form must be completed in full. The wording: "Please see CV" will not be acceptable.)

PERSONAL PARTICULARS

Position Applied for:		How did you hear about this vacancy?	
SURNAME: MR / MRS/ MISS / Ms		FORENAMES:	
FORMER SURNAME(S):			
DATE OF BIRTH:		NI NUMBER:	
HOME ADDRESS:	TEL NO:		
	MOBILE:		
	EMAIL:		
PREVIOUS ADDRESS (If resident at current address for less than five years, please provide any previous addresses during this period. Please continue on a separate sheet if necessary):-			
Previous Address (1)		Previous Address (2)	
From		To	
From		To	
DO YOU HAVE QUALIFIED TEACHER STATUS?:			
ARE YOU AN NQT?:			
TEACHER REFERENCE NUMBER (if applicable):			
ARE YOU CURRENTLY ELIGIBLE FOR PERMANENT EMPLOYMENT IN THE UK? (Please circle Yes or No, whichever is appropriate.)			YES / NO
If you are not a UK passport holder please provide details of your right to work in the UK and whether it is time limited (e.g. EU Settled Status, Biometric Residence Permit)			
Please confirm which of the following documents you have. You will be required to bring the original of these documents with you to interview. They will be checked and photocopied. The originals will then be returned to you.			
1) Current Passport			YES / NO
2) Valid Visa showing an authorisation to reside and work in the UK (if applicable)			YES / NO / NA
3) UK Driving Licence			YES / NO
4) Birth Certificate			YES / NO
5) Professional and Educational Qualification Certificates			YES / NO
6) Overseas Criminal Record Check / Certificate of Good Conduct from an overseas police force, if you have ever worked or lived abroad.			YES / NO / NA
7) Letter of professional standing from the relevant teaching regulatory body (if you have ever had a teaching post overseas)			YES / NO / NA
8) A P45 or P60 confirming your National Insurance Number			YES / NO
9) Two documents evidencing your name and current address (see list of acceptable documents in the Explanatory Note)			YES / NO
10) Have you subscribed to the DBS Update Service; if yes, please provide your Update Service ID Number Please bring your current DBS disclosure to interview			Update Service ID Number C

EDUCATION AND QUALIFICATIONS

PLEASE LIST DETAILS OF YOUR SECONDARY, FURTHER AND HIGHER EDUCATION				
School / College / University (Full Name & Address)	Dates of Attendance		Qualifications Obtained – Grades & Awarding Body	Date Obtained mm yy
	From mm yy	To mm yy		

OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING		
Please provide details below of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied		
Name of Awarding Body	Qualifications Obtained – Grade and Level	Date Obtained mm yy

DO YOU HOLD A CURRENT FIRST AID CERTIFICATE? IF SO, PLEASE PROVIDE DETAILS.

EMPLOYMENT HISTORY

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education and in each case any reasons for leaving employment.

Current Employment

Job Title:		Employer Name & Address:	
Current Salary:			
Current Scale: (if applicable)			
Employed From:		Employed To:	
Please Give a Brief Description of Current Duties, Responsibilities and Achievements			
Please State Your Reasons For Leaving Your Current Post			
Please State When You Would Be Available To Take Up Employment If Offered			

Previous Employment in Date Order (please continue on a separate sheet if necessary)

Start Date mm yy	End Date mm yy	Name and Address of Employer	Position Held and Other Duties	Reason for Leaving

Start Date mm yy	End Date mm yy	Name and Address of Employer	Position Held and Other Duties	Reason for Leaving

Gaps In Your Employment

As part of our Safer Recruitment Procedures you are required to account for any gaps in your education or employment history. Please give details and dates (in chronological order) of any gap, clarifying how this time was spent, e.g. looking after children, sabbatical year, voluntary work, etc.

Dates of gap (month and year)		Reason for gap (e.g. caring for children, sabbatical, etc.)
From (mm yy)	To (mm yy)	

PERSONAL DEVELOPMENT

WHAT ARE YOUR CAREER AND PERSONAL DEVELOPMENT ASPIRATIONS?

PERSONAL QUALITIES, SKILLS AND ABILITIES

PLEASE PROVIDE HERE ANY OTHER INFORMATION THAT MAY ASSIST YOUR APPLICATION, INCLUDING WHY YOU BELIEVE YOURSELF TO BE SUITABLE FOR THIS POST.

INTERESTS AND HOBBIES

PLEASE PROVIDE DETAILS OF YOUR INTERESTS AND HOBBIES, IN PARTICULAR ANY WHICH COULD BE OF BENEFIT TO THE SCHOOL FOR THE PURPOSES OF ENRICHING ITS EXTRACURRICULAR ACTIVITY.

GENERAL INFORMATION

HAVE YOU PREVIOUSLY APPLIED TO THOMAS'S LONDON DAY SCHOOLS FOR EMPLOYMENT? IF YES, PLEASE PROVIDE DETAILS:	YES / NO
HAVE YOU ANY FAMILY CONNECTION OR OTHER CONTACT WITH THOMAS'S LONDON DAY SCHOOLS? IF YES, PLEASE PROVIDE DETAILS:	YES / NO
DO YOU HAVE AN ARMED SERVICE/PUBLIC DUTIES COMMITMENT (eg are you JP or a Councillor)? IF YES, PLEASE PROVIDE DETAILS:	YES / NO

REFEREES

Please provide at least two referees, where possible these should relate to two different periods of employment. One referee must be your current or most recent employer. Where the reference is from a school, the reference must be from the Headteacher. 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 in work with children. Where a reference is not from a school, it must be completed by a senior person within the relevant organisation who has appropriate authority. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. The School intends to take up references for all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. Please note: it is our intention to obtain references prior to interview taking place. Therefore, if you are shortlisted and invited to interview your referees will be contacted at this point.

NAME:	NAME:
COMPANY:	COMPANY:
ADDRESS:	ADDRESS
TEL NO:	TEL NO:
EMAIL:	EMAIL:
May we contact the referee now?	May we contact the referee now?
If 'NO' when may we contact them?	If 'NO' when may we contact them?
In what capacity is the above known to you?	In what capacity is the above known to you?

DATA PROTECTION

<p>The information you provide on this form will be used to process your application for employment. The personal information that you provide will be used in a confidential manner to help with our recruitment process.</p> <p>If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.</p> <p>We may check the information provided by you on this form with third parties.</p> <p>By signing this application form you consent to the processing of sensitive personal data.</p>
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SANCTIONS, RESTRICTIONS AND PROHIBITIONS

If you are selected for interview, you will be required to complete a declaration in relation to any sanctions, restrictions and prohibitions from the Teacher Regulatory Authority (TRA) or by a regulator of a teaching profession in any other country.

CRIMINAL RECORDS

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity (which includes a check on the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School.

If you are shortlisted and invited to interview you will be required to complete a criminal records declaration.

If you are successful in your application you will be required to complete a DBS Disclosure Application form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions (including those which would normally be considered "spent" under the Act) must be declared. However, if the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020, it will not be taken into account

You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see www.gov.uk/government/collections/dbs-filtering-guidance)

Upfront disclosure of a criminal record may not automatically debar you from employment as we shall consider the nature of the offence and any other relevant factors.

Please note that any false declaration or misleading statement or a significant omission may disqualify you from employment and render you liable to dismissal. Any job offer is subject to references, an Enhanced Disclosure from the Disclosure and Barring Service and a probationary period all of which must be deemed by Thomas's London Day Schools to be satisfactory.

OVERSEAS POLICE CHECKS AND LETTER OF PROFESSIONAL STANDING

A DBS check only covers criminal records in the UK. If offered a position at the School we will assess whether it will be necessary for you to obtain an overseas criminal record check if you were born, have lived or are living overseas. In order for us to assess this please detail below the country in which you were born, the country where you are living and/or countries in which you have lived (if not the UK).

If your application for a position at the School is successful we will advise you which overseas checks will be required.

Overseas countries will only liaise directly with the applicant and it will therefore be your responsibility to obtain such a check. Not all countries will provide overseas criminal checks. In these cases it may be necessary for the School to obtain additional references from these countries to assess an applicant's suitability for a post.

If you are applying for a teaching role and you have previously worked overseas in a teaching post, you will be required to provide a 'Letter of Professional Standing' from the teaching regulatory body of the country/countries you have worked.

If you have never lived abroad, please state 'N/A' in the box below

Country of Birth:	
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Countries (other than the UK) where you have lived):	Date From (mm yy)	Date To (mm yy)	Overseas Police Check Obtained and Copy Available	Referee information for country	Letter of Professional Standing from the Teaching Regulatory Body
1					
2					
3					
4					

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 by reason of a protected characteristic as defined within the Equality Act 2010. 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 Safeguarding and Child Protection Policy is available for download from the School's website. Please take the time to read it.

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 six months.

DECLARATION *please read carefully*

- I declare that the information I have given on this form is complete and accurate.
- I understand it is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. I therefore confirm that I am not banned or disqualified from working with children
- I know of no reasons, on grounds of physical or mental health, why I should not be able to discharge the responsibilities required of me working with children at Thomas's London Day Schools. I understand that any offer of employment made by the school will be conditional on verification of medical fitness.
- For the purposes of the General Data Protection Regulation 2018 and Data Protection Act 2018, I consent to the information received by Thomas's London Day Schools relating to the subject matter on this form being processed by them in administering the recruitment process and for any employment with them.
- I consent to the school making direct contact with all previous employers where I have worked with children to verify my reason for leaving that position.
- I consent to the school making direct contact with the people specified as my referees to verify the reference.
- I understand that I will be required to complete a declaration regarding my criminal record and teacher sanctions, restrictions and prohibitions if I am invited to interview.
- I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal, and possible referral to the police and/or the DfE.
- I give permission for Thomas's London Day Schools to contact the DBS to verify my Criminal Records Disclosure with the DBS update service (if applicable)

Signed:		Date:	
Name (Please print):			
<i>Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration</i>			