# **Shrewsbury House School Trust Application Form**

# **Our Values**

# **Respect, Perseverance, Integrity, Compassion and Aspiration**

Please complete this application form as fully as possible. After completion, please email it to **recruitment @shstrust.net**.

As an equality, diversity and inclusive employer, we welcome applications from suitably skilled people, irrespective of their age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership, pregnancy and maternity.

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| **Post Applied For:** |
| **School:** |

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| 1. **Personal Details** | |
| **Surname**: | **Title**: |
| **First Name (s)**: | **Telephone number**:  **Mobile**:  **Email**: |
| **Address**: |
| **How long have you lived at this address? \_\_\_\_\_\_\_ years**  (If less than 5 years please provide all previous addresses for the past 5 years on a separate sheet.) | **Do you know, or are you related to, any staff members or anyone else connected to Shrewsbury House School Trust?** **Yes**  **/ No**  If ‘yes’, please put their name and in what capacity you know them: |
| **National Insurance Number**: | **TRN (Teacher Reference Number)**: |
| **Previous Surname**:  Have you ever been known by another name or changed your name by deed poll?  No  Or  Yes  (write name(s)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Nationality:**  At Birth:  Present: |
| **How did you hear of this vacancy?** | **Do you have a driving licence?** |
| 1. **Current or Most Recent Employment** | |
| Name of School (or other Employer): | |
| Job Title: | Type of School and age range of school (if applicable): |
| Dates of Employment (starting and leaving dates): | Number on roll: |
| Address: | Phone number:  Email: |
| Current Salary: | Minimum Salary Expectations: |
| Availability to start: |  |

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| 1. **Previous Employment** | | | | |
| Start with your most recent job.  If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates.  The information provided in this form mustprovide a complete chronology from the age of 18.  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. Please continue on a separate sheet of A4 paper if required. | | | | |
| **Name of Employer/Organisation & address** | **Type (if in education) eg Primary 3 – 11** | **Job Title and Grade** | **From**  **Month/Year** | **To**  **Month/Year** |
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| 1. **Education and Qualifications** | | | |
| Please see the selection criteria for details of the educational requirements for the post. If you are appointed, you will need to produce original higher education certificates and proof of qualifications. Continue on separate A4 sheet if necessary. | | | |
|  | **Certificate/Qualification**  **(please specify)** | **School, College or University** | **Dates** |
| **GCSEs** |  |  |  |
| **A Levels** |  |  |  |
| **First Degree**  **(or equivalent)** |  |  |  |
| **Postgraduate** |  |  |  |
| **Other Qualification** |  |  |  |

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| **Professional development over the last three years** | | | |
| **Course** | **Certificate/Qualification**  **(if relevant)** | **Provider/Organising Body** | **Dates/Duration** |
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| 1. **Lived or Worked Outside of the UK** | | |
| Please provide details if you have lived and/or worked for more than 3 months outside the UK in the last 10 years. Please continue on separate A4 sheet if necessary. | | |
| **Name of Country** | **Dates** | **Have you obtained a Certificate of Good Conduct from this Country?**  **Yes**  **/ No** |

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| 1. **Supporting Statement** |
| Drawing upon your experience, knowledge, skills and abilities, explain how you fulfill the requirements set out in the job description. Please demonstrate, using examples, your suitability for the position. Please include your reasons for applying for, and interest in, this position. (Experience may have been gained through paid or voluntary work, in or out of the home.) Please continue on separate A4 sheet if necessary. |
| Other Subjects/Activities (in order of preference) you would both like to – and have the  expertise – to teach at the School: |

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| Please list any Social Media platforms you are linked to. These will be checked as part of the recruitment process: |

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| 1. **References** | |
| Please supply names and contact details of at least two referees who can comment on your suitability for this position and attest to your professional and personal abilities. One should be your current or most recent employer. (Note: if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend.) Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns to which you may have been subjected, and you should be aware that any previous employer may be contacted. **Any references, given or received, will be treated confidentially and will not be disclosed if requested.**  *Please note that these referees will be contacted if you are shortlisted for the post*. *By completing this information, you are giving us permission to contact your referees before interview.* | |
| **Referee 1: Current or Most Recent Employer**  Name:  Position:  In what capacity do you know the referee:  Address:  Telephone Number:  Email address: | **Referee 2: Must be from a different organisation than Referee 1**  Name:  Position:  In what capacity do you know the referee:  Address:  Telephone Number:  Email address: |

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| 1. **Right to Work in the UK or Work Permit** |
| You will be required to produce documentary evidence of your legal rights to work in the UK (Section 8 – Asylum & Immigration Act) |
| Do you need a work permit to work in UK? Yes  No |
| If yes, when does your current permit expire? |
| If you have any conditions related to your employment please give full details: |

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| 1. **Declaration** |
| **DISCLOSURE OF CRIMINAL BACKGROUND**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), means certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  The School’s Safeguarding and Child Protection Policy can be found on the School’s website in the ‘About Us’ section.  I understand that if I am shortlisted for interview, I will complete the Disclosure of Criminal Convictions/Cautions Self-Disclosure form and if selected for appointment, will provide information to obtain a DBS disclosure at the appropriate level.  **DATA PROTECTION**  By providing the information contained in this application form, I am consenting to its use for the purposes of processing my application. The information will be computerised and used for administrative purposes. The school’s entry on the Public Register of Data Controllers may be viewed at [www.ico.gov.uk](http://www.ico.gov.uk).  I declare that all the information given by me in my application form is complete and correct, and that all the questions relating to me have been accurately and fully answered, and that I possess all the qualifications which I claim to hold. I declare that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.  **Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Print Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview. |