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| Position applied for | | | | | | | | | | | | How did this position come to your notice? | | | | | | | | | | |
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| Section 1: Personal details | | | | | | | | | | | | | | | | | | | | | | |
| Title: | | | | | Forenames: | | | | | | | Surname: | | | | | | | | | | |
| Date of birth: | | | | | | | | | | | | Former name: | | | | | | | | | | |
| Preferred name: | | | | | | | | | | |
| Teacher registration number (if applicable): | | | | | | | | | | | | National Insurance number: | | | | | | | | | | |
| Address: | | | | | | | | | | | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | | | | | | | | |
| Are you eligible for employment in the UK? | | | | | | | | | | | | | Yes | | | | |  | | No | |  |
| Have you lived or worked outside of the UK? | | | | | | | | | | | | | Yes | | | | |  | | No | |  |
| If “Yes” please provide details and dates (From DD/MM/YY to DD/MM/YY): | | | | | | | | | | | | | | | | | | | | | | |
| Are you related to or do you have a close relationship with anyone associated with the College? | | | | | | | | | | | | | | Yes | | | |  | | No | |  |
| If “yes” please provide further details. | | | | | | | | | | | | | | | | | | | | | | |
| Do you have Qualified Teacher status? | | | | | | | | | | | | | | Yes | | | |  | | No | |  |
| Have you read the College's safeguarding policy? | | | | | | | | | | | | | | Yes | | | |  | | No | |  |
| Section 2: Sanctions, restrictions and prohibitions | | | | | | | | | | | | | | | | | | | | | | |
| It is an offence to apply for the role if you are barred from engaging in regulated activity relating to children. | | | | | | | | | | | | | | | | | | | | | | |
| Has any previous employer expressed concerns and/or taken action, formal or informal, in relation to your conduct (such as in relation to capability, disciplinary or suitability to work with children)? | | | | | | | | | | | | | | Yes | | | |  | | No | |  |
| If answering "Yes" to the question in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | | | | | | | | | | | | | | | | | | | | | |
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| Section 3: Education  Please start with most recent | | | | | | | | | | | | | | | | | | | | | | |
| Name of  College/college/university | | | | | | Dates of attendance | | | | Examinations | | | | | | | | | | | | |
|  | | | | | |  | | | | Subject | | | | | Result | | Date | | | Awarding body | | |
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| Section 4: Other vocational qualifications, skills or training  Please provide details 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. | | | | | | | | | | | | | | | | | | | | | | |
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| Section 5: Employment | | | | | | | | | | | | | | | | | | | | | | |
| Current / most recent employer: | | | | | | | |  | | | | | | | | | | | | | | |
| Current / most recent employer's address: | | | | | | | | | | | | | | | | | | | | | | |
| Current / most recent job title: | | | | | | | |  | | | | | | | | | | | | | | |
| Date started: | | | | | | | | Date employment ended (if applicable): | | | | | | | | Current salary / salary on leaving:  Approx. | | | | | | |
| Do you / did you receive any employee benefits? | | | | | | | | | | | | | | Yes | | | |  | | No | |  |
| If so, please provide details of these: | | | | | | | | | | | | | | | | | | | | | | |
| Reason for seeking other employment: | | | | | | | | | | | | | | | | | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | | | | | | | | | | | | | | | | | |
| Section 6: Previous employment and / or activities since leaving secondary education  Please continue on a separate sheet if necessary | | | | | | | | | | | | | | | | | | | | | | |
| Dates | | | | Name and address of employer | | | | | | | Position held and / or duties | | | | | | | Reason for leaving | | | | |
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| Section 7: Gaps in your employment  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. | | | | | | | | | | | | | | | | | | | | | | |
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| Section 8: Interests  Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the College for the purposes of enriching its extra curricular activity. | | | | | | | | | | | | | | | | | | | | | | |
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| Section 9: Suitability  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake he duties of the post. Continue on a separate sheet if necessary. | | | | | | | | | | | | | | | | | | | | | | |
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| Section 10: Statement | | | | | | | | | | | | | | | | | | | | | | |
| The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for all positions at the College which amount to regulated activity. It is unlawful for the College 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 College. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The College 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 are shortlisted for interview. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Colleges's objective assessment procedure set out in the College’s recruitment, selection and disclosure policy and procedure. | | | | | | | | | | | | | | | | | | | | | | |
| Section 11: 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 your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The College intends to take up references on all shortlisted candidates before interview. The College reserves the right to take up references from any previous employer.  If the College receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the College may take up references from your overseas employers.  The College may also telephone your referees in order to verify the reference they have provided. | | | | | | | | | | | | | | | | | | | | | | |
| Referee 1 | | | | | | | | | | | | Referee 2 | | | | | | | | | | |
| Title: Mr/Mrs/Miss/Ms/Dr/Other: | | | | | | | | | | | | Title: Mr/Mrs/Miss/Ms/Dr/Other: | | | | | | | | | | |
| Name: | | | | | | | | | | | | Name: | | | | | | | | | | |
| Organisation: | | | | | | | | | | | | Organisation: | | | | | | | | | | |
| Address: | | | | | | | | | | | | Address: | | | | | | | | | | |
| Telephone number: | | | | | | | | | | | | Telephone number: | | | | | | | | | | |
| Email address: | | | | | | | | | | | | Email address: | | | | | | | | | | |
| Occupation: | | | | | | | | | | | | Occupation: | | | | | | | | | | |
| May we contact prior to interview? | | | | | | | | | | | | May we contact prior to interview? | | | | | | | | | | |
| Yes | | |  | | | No | | |  | | | Yes | |  | | | | | No | |  | |
| Section 12: Recruitment | | | | | | | | | | | | | | | | | | | | | | |
| It is the College’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 or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The College 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 College’s recruitment policy and the Child Protection Policy is available for download from the College's website. Please take the time to read them.  As part of our recruitment process we will conduct online and social media searches.  If your application is successful, the College 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 six months after the date on which you are notified of the outcome. Please refer to the College’s retention of records policy for further detail on how such information is retained by the College. | | | | | | | | | | | | | | | | | | | | | | |

# How we use your information

Information on how the College uses personal data is set out in the College's Privacy Notice, which can be found on the school website.

| Section 13: Declaration | | |
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| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. | | |
| Signed: |  |  |
| Date: |  |  |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the College will result in you being asked to sign the form in person if you are invited to an interview.  Please return complete application forms to: Human Resources, The Procurator’s Office, Ampleforth College, York, YO62 4EY or via email [employment@ampleforth.org.uk](mailto:employment@ampleforth.org.uk) | | |