|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Holme Grange School**  **Job Application Form** | |
| The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. **Please note that in order to be considered for a position at the School, you must complete this application from.**  **A curriculum vitae will not be accepted in place of a completed application form.** | | | |
| **Position Applied For** | |  | |
| **Where did you see the post advertised?** | |  | |

|  |  |
| --- | --- |
| **Section 1 - PERSONAL DETAILS** | |
| **Title: Dr/ Mr/ Mrs / Miss / Ms / Other** | **Surname:** |
| **Forename(s)**: | **Preferred Name:** |
| **Current Address**: | **Home Telephone No.**: |
| **Post Code:** | **Mobile No**: |
| **Work Telephone No.**: |
| **E-mail**: |
| **National Insurance Number:** |
| **From what date:**  (mm/yy – mm/yy) | **Teacher’s DFE Reference Number:** |
| **Any Former Surnames**:    e.g. maiden name or any previous change of name | **Do you have Qualified Teacher Status (QTS)?**  QTS Number: Date Obtained: |
| **Date of change of name(s)**:  (mm/yy) – (mm/yy) | **Are You Registered with the GTC?**  **Yes □ No □** |
| **Any Former Forename(s):**  **Date of change of name(s)**:  (mm/yy) – (mm/yy) | **Are You Registered with the DBS Update Service?**  **Yes □ No □**  **If Yes, please provide certificate number:** |
| **Previous Address**  (if resident at current address for less than five years please provide any previous addresses – **address history must go back 5 years**)  1.  **From what date**: (mm/yy) **To what date:** (mm/yy)  2.  **From what date:** : (mm/yy) **To what date:** (mm/yy) | **Probationary Period / NQT induction year completed?**  **Yes □ No □**  Please give date completed or terms left to complete if ‘no’: |
| **Are You Eligible to Work in the UK?**  **Yes □ No □**  **Please Provide details:**  **Have you read the School’s child protection policy?**  **Yes □ 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?**  **Full □ Provisional □ HGV □ No licence □**  **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 □** |
| **What Child Protection Training, if any have you attended and when?** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please indicate if you know any employees or governors at the school, and if so how you know them.** | | | | | | | | | | | | | | | | |
| **Please indicate whether you will need any special arrangements at interview.** | | | | | | | | | | | | | | | | |
| **Section 2: Prohibition from teaching, prohibition from management and disqualification from providing childcare** | | | | | | | | | | | | | | | | |
| **The School is not permitted to employ anyone to carry out ‘teaching work’ if they are prohibited from doing so.**  For these purposes ‘teaching and working’ includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Head.  **The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school.** This applies to the following positions at the School:   * Head; * teaching post on the senior leadership team; * teaching posts which carry a departmental head role; and * support staff posts on the senior leadership team; and   **The School is also not permitted to employ anyone to work in a position which involves the provision of ‘childcare’ if they are disqualified from providing ‘childcare’.** For these purposes ‘childcare’ includes:   * all supervised activities before, during and after school for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day   Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered ‘childcare’ for these purposes.  **The declaration at Section 13 of this Form therefore asks you to confirm whether you are prohibited from carrying out ‘teaching work’, prohibited from being involved in the management of an independent school and/or disqualified from providing ‘childcare’. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of ‘childcare’ please contact the HR Manager** [**hr@holmegrange.org**](mailto:hr@holmegrange.org)  **The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and/or prohibited from involvement in the management of an independent school. Successful applicants for ‘childcare’ roles will be required to complete a childcare disqualification self-declaration form.** | | | | | | | | | | | | | | | | |
| **Section 3: SECONDARY AND FURTHER EDUCATION (most recent first)**  Give details of secondary schools, colleges and universities attended since the age of 16 with examination dates, results and qualifications obtained. There is no need to include any qualifications gained prior to ‘A’ levels or equivalent. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications may be requested | | | | | | | | | | | | | | | | |
| **General Education** | | | **School / College / University** | | | | **Full or P/Time** | | **Examinations taken or to be Taken (With Dates)** | | | | **Qualifications / Result Obtained** | | | |
| **From** | | **To** |  | | | |  | |  | | | |  | | | |
|  | |  |  | | | |  | |  | | | |  | | | |
|  | |  |  | | | |  | |  | | | |  | | | |
|  | |  |  | | | |  | |  | | | |  | | | |
| **Section 4: TRAINING AND QUALIFICATIONS**  **Give details of any other certificates with dates: Vocational training, Professional qualifications, membership of Professional Institutions:** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **CONTINUED PROFESSIONAL DEVELOPMENT**  ***Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.*** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Section 5: SUITABILITY**  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 for the post advertised. If applying for a teaching position, you should pay particular attention to the national standards for the position for which you are applying and state why you feel we should employ you over any other person submitting an application. 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 the duties of the post. Continue on a separate sheet if necessary. | | | | | | | | | | | | | | | | |
| Continue on a separate sheet if necessary. | | | | | | | | | | | | | | | | |
| **Section 6: INTERESTS / HOBBIES and SKILLS**  Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Section 7: EMPLOYMENT DETAILS – Current or Last Employment** | | | | | | | | | | | | | | | | |
| **Name and address of current/most recent employer or college/school** | | | | | | | | **Job Title:** | | | | | | | | |
|  | | | | | | | | **Start Date:** | | | | | | | | |
| **Notice Required:** | | | | | | | | |
| **Date of Leaving**  **(if applicable)** | | | | | | | | |
| **Current Salary / salary on Leaving** | | | | | | | | |
| **Full Time □ Part Time □ %FTE =** | | | | | | | | |
| **Do you / did you receive any employee benefits?** | | | | | | | | | | Yes | |  | | No | |  |
| **If so, please provide details of these:** | | | | | | | |  | | | | | | | | |
| **Briefly outline your main duties and responsibilities:** | | | | | | | | | | | | | | | | |
| **Reason for Leaving / Wishing to leave:** | | | | | | | | | | | | | | | | |
| **Please state when you would be available to take up employment if offered:** | | | | | | | | | | | | | | | | |
| **Section 8: EMPLOYMENT DETAILS – Previous Employment**  (Start with the most recent employment first. If necessary continue at the end of the application form until all your employment history is shown). | | | | | | | | | | | | | | | | |
| **Dates** | | | | **Name and Address of Employer** | | **Position Held and/ or Duties** | | | | | **Reason for Leaving** | | | | **Salary** | |
| **From** | **To** | | |
|  |  | | |  | |  | | | | |  | | | |  | |
|  |  | | |  | |  | | | | |  | | | |  | |
| **EMPLOYMENT DETAILS – Previous Employment**  (Start with the most recent employment first. If necessary continue at the end of the application form until all your employment history is shown). | | | | | | | | | | | | | | | | |
| **Dates** | | | | **Name and Address of Employer** | | **Position Held and/ or Duties** | | | | | **Reason for Leaving** | | | | **Salary** | |
| **From** | **To** | | |
|  |  | | |  | |  | | | | |  | | | |  | |
|  |  | | |  | |  | | | | |  | | | |  | |
|  |  | | |  | |  | | | | |  | | | |  | |
| ***Please continue on a separate sheet if necessary*** | | | | | | | | | | | | | | | | |
| **Section 9: BREAKS IN EMPLOYMENT** | | | | | | | | | | | | | | | | |
| ***If there are any periods of tome that have not been accounted for in your application, for instance, periods 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** | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | |

***Please continue on a separate sheet if necessary***

|  |
| --- |
| **Section 10: Disclosure and Barring Service checks, criminal record and Children’s Barred List** |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School will also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at section 13 of the Form therefore asks you to confirm whether you are barred from working with children.**  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have 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  Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's ‘Recruitment, selection and disclosure policy and procedure’. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 11:** **REFERENCES:**  Please supply the names and contact details of three 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. Referees 1 and 2 should not be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | | | | | |
| **Please PRINT** | **Referee 1**  **(Present or Last Employer)** | | **Referee 2**  **(Previous Employer)** | | **Referee 3**  **(Personal)** | |
| **Name** |  | |  | |  | |
| **Organisation** |  | |  | |  | |
| **Address** |  | |  | |  | |
| **Occupation / Job Title** |  | |  | |  | |
| **Telephone Number** |  | |  | |  | |
| **Email Address** |  | |  | |  | |
| **May we Contact prior to Interview?** | YES □ NO □ | | YES □ NO □ | | YES □ NO □ | |
|  | | | | |  |
| **Section 12: 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 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 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 ‘Recruitment, selection and disclosure policy and procedure’ (which includes the School’s ‘Policy on the recruitment of ex-offenders’ and ‘Child protection policy’ is available for download from the School's website. Please take the time to read them.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, with your consent the School will hold all documentation relating to your application on file for six months after which time it will be confidentially destroyed. Please see our ‘Data Retention Policy’ for information on how long we keep your personal data. This can be found on our website.  How we use your information  Information on how the School uses personal data is set out in the School’s Privacy Notice, which can also be found on our website.  **Declaration**  Should my application be unsuccessful I consent to the School holding my documentation for six months, for the purpose of identifying any other suitable vacancies that may arise in this time YES / NO | | | | | |
| **Section 13: DECLARATION** | | | | | |
| * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children. ⬜ * I confirm that I am not prohibited from carrying out ‘teaching work’ ⬜ (do not tick this box if the role for which you are applying does not involve ‘teaching work’) * I confirm that I am not prohibited from being involved in the management of an independent school ⬜ (do not tick this box if the role for which you are applying is not a management role) * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight. ⬜ (do not tick this box if the role for which you are applying does not involve the provision of ‘childcare’) * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. ⬜ * I understand that providing false information is an offence which could result in my application being rejected (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. ⬜ | | | | | |
| Print Name: | | Signature | | Dated | |

*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 at Section 13*.