APPLICATION FORM

Position applied for:			
Personal Information			
1. Personal details			
Title :	**Forename(s):**	**Surname:**	
Address:		**Former name:** (including maiden name)	
Postcode:		**Preferred name:**	
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.			
Previous address:		**Previous address:**	
Postcode:		**Postcode:**	
Length of time at address:		**Length of time at address:**	

2. Contact details **Home telephone:**

Mobile telephone:

Work telephone:

Email: _____

Do you have a current full UK driving licence Yes □ No□

Please provide full details of membership of any professional bodies

_____

3. Career History

Please provide full details of all employment, self-employment and unpaid work since leaving secondary education

Please start with your current or most recent employer and in each case the reason for leaving employment.

Please provide explanations for any periods not in employment.

Employer (including dates)	Position held	Reason for leaving

4. Current Salary :

5. Statement

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

6. Referees

Please provide at least two professional referees**. <u>One referee should be your current or most recent employer.</u>** If you do not wish for references to be taken before the interview stage, please let us know when applying for the position.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

7. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties. By signing the application form you consent to the processing of sensitive personal data.

Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service (including Barred List check and DBS).

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

☐ I have nothing to declare ☐ I enclose a confidential statement
(please delete as appropriate)

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: _____ Date:

Please return your completed application form to: Mr Angeli (Head Teacher) **EQUAL OPPORTUNITIES MONITORING FORM**

This section of the form will be detached from your application and will be used solely for monitoring purposes. This form will be kept separately from your application.

St Johns School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence.

Please complete the form as you feel is most appropriate for you.

Position applied for:

White:

□ British □ Any other white background*

Mixed:

□ White & Black Caribbean □White & Black African □ White & Asian □Any other mixed background*

Black or Black British:

□Caribbean □ African □ Any other Black background*

Asian or Asian British:

□ Indian □ Pakistani □ Bangladeshi □ Any other Asian background*

Chinese or other Ethnic Group:

□ Chinese □ Other Ethnic Group*

*Please specify

Gender Please specify

Date of Birth

Do you consider yourself to have a disability:	□Yes	□No If
yes, please state nature of disability:		

The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities"

If you wish, you may disclose information about yourself in this section about your:

Religion
Sexual orientation

How did you become aware of this vacancy?		
Media:	Date:	Reference: