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**APPLICATION FORM**

Applications must be accompanied by a covering letter.

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| Position applied for: |
| Length of notice required: |

**1. PERSONAL DETAILS**

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| --- | --- | --- | --- |
| First name(s): | | Surname: | |
| Title (eg Dr, Mr, Mrs, Miss, Ms): | | Any previous surnames: | |
| National Insurance no: | | Current salary: | |
| DCSF Reference no: | |  | |
| Current address: | | | |
| Contact Tel nos: | |  | |
| Daytime: | Evening: | | Mobile: |
| Email address: | | | |
| Dates you are **NOT** available for interview: | | | |
| If you have been at the above address for less than five years, please give previous details: | | | |
| Do you hold a clean driving licence? If yes, due you carry any endorsements? | | | |
| Do you have the right to take up employment in the UK and, if necessary, a Work Permit?  Yes / No | | | |

*For Office use only*

Date application received: ……………….. Date acknowledged: ……………………….

Selected for interview: Yes / No Date letter sent: …………………………….

References requested: 1 2 3 4 References received: 1 2 3 4

Date offer letter sent: …………………….. Date acceptance received: …………………

**2. *Education and qualifications.***

*Please give details of all qualifications gained from NVQ and or GCSElevel in chronological order:*

| *Dates* | | *Establishment* | *Subject/s* | *Qualifications gained* | *Attainment Level* |
| --- | --- | --- | --- | --- | --- |
| *From:* | *To:* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Study and other professional qualifications:

| *Dates* | | *Establishment* | *Qualifications gained* | *Subjects* | *Attainment Level* |
| --- | --- | --- | --- | --- | --- |
| *From:* | *To:* |
|  |  |  |  |  |  |
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**3.EMPLOYMENT AND QUALIFICATIONS**

Please give all details in reverse order, starting with the **most recent first**:

***Employment History***

| *Dates* | | *Name and address of Employer* | *Job title, description of duties and responsibilities* | *Reason for leaving* |
| --- | --- | --- | --- | --- |
| *From:* | *To:* |
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***Periods not in employment:***

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| --- | --- | --- | --- | --- |
| You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet if necessary. | | | | |
| From: | To: | Reason for periods not in employment or training: | | |
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**3. EXTRA CURRICULAR EXPERIENCE**

How would you hope to contribute to the school’s extra curricular programme? Identify any particular skills or experience that would support your application.

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**4. REFERENCES**

Please give details below of two professionalpeople who can provide information that will confirm your suitability for this post, one of whom should be your current or most recent employer or if this is your first job, your school teacher or higher or further education lecturer. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are ‘time expired’ and any child protection concerns.The third referee should **not** be a relative or contemporary. It is normal school practice to contact referees in advance and this does not necessarily mean that a candidate will be called for interview.  Please indicate on the application form that you do not wish to have them taken up at this stage.

*Details of First Referee*

|  |  |
| --- | --- |
| Name: |  |
| Capacity known: |  |
| Address: |  |
| Telephone No: |  |
| Email: |  |

*Details of Second Referee*

|  |  |
| --- | --- |
| Name: |  |
| Capacity known: |  |
| Address: |  |
| Telephone No: |  |
| Email: |  |

**5. TERMS AND DECLARATIONS**

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| **DISABILITY DISCRIMINATION** |
| Highfields School complies with the Disability Discrimination Act 1995. If you have any disability, or there is any medical or other reason why you might not any stage be able to fulfil your duties, such as, for example, a previous major illness, you should give further details in the space below, or in a covering letter. The successful applicant will be required to complete a medical questionnaire and, if necessary, undergo a medical examination. If you have any condition or disability that might restrict your ability to undertake the job please state any adjustments that you might need to overcome this restriction. |

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| **DECLARATION – CHILD PROTECTION** |
| I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared.  I understand that it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children I have not been disqualified from working with children, am not named on DfES List 99, ISA Barred Lists or the Protection of Children Act List; I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and either: \*I have no convictions, cautions or bind-overs  **Or:**  \*I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’ which I have sealed and which I understand will only be seen by the Headmaster in the event that I am selected for the post  (\*Delete as applicable)  **Signed**………………………………………………. D**ate**…………………………………  A copy of the school Child Protection and Safeguarding Policy is available on the school website. |

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| **DECLARATION** |
| I declare that:   * All details provided by me as any part of this application are true and correct. * I know of no reason why I should not be eligible for this post and am able to carry out my duties if appointed. * I understand that misleading statements may be sufficient grounds for cancelling any agreements made.   **Signed**………………………………………………. D**ate**…………………………………  Please note that to meet our obligations under Data   Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by Highfields School for recruitment and personnel administration and for equality monitoring.  Such use will be subject to the provisions of the Data Protection Act 1998. |