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| **Position applied for** |  |
| How did you hear of this position? |  |

# **Personal details**

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| Full name | |  |
| Title (select as appropriate) | | Mr ☐ / Mrs ☐ / Miss ☐ / Ms ☐ / Other ☐ |
| Maiden name or previous names | |  |
| Current Address:    Post Code: | | Daytime telephone number: |
| Mobile No: |
| Home No: |
| Email: |
| Correspondence Address (if different from above):  Post Code: | | |
| Previous Address:  (If resident at current address for less than five years please provide any previous addresses during this period with dates.)  Post Code: | | |
| Are you currently entitled to live and work in the UK? Yes ☐ No ☐  (Under the Immigration, Asylum and Nationality Act 2006, you will be asked to produce original documentation prior to your start date)  If no, please provide details: | | |
| Place of birth: | National Insurance No: | |
| *Shaded areas to be completed by applicants for Teaching Posts only* | | |
| Teacher’s DFE Reference Number:  (also known as Teacher Reference Number TRN) | Do you have qualified teacher status (QTS)?  QTS number: Date obtained: | |
| Are you registered with GTC?  Yes ☐ No ☐ | Probationary period/NQT induction year completed?  Yes ☐ No ☐  Please give date completed or terms left to complete if ‘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?  Yes ☐ No ☐  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? | | |
| Are you related to, or a close friend of a member of staff, governor or pupil of this school?  Yes ☐ No ☐  If yes, please state name(s) of the person(s) and relationship: | | |

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# **Educational and Academic Qualifications**

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| Starting with the most recent, please give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained. | | | | |
| Name of School, College, University etc. | Dates Attended  From/To | Full or Part Time | Examination taken or to be taken  (with dates) | Results/ Qualifications  obtained and name of awarding body |
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# **Membership of relevant professional institutes**

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| Please provide details of your membership of any relevant professional institutes, being sure to state if membership is by examination or otherwise. | | |
| Institute/Professional body | Level of Membership | Year of Award |
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# **Employment details – current or last employer**

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| Name and address of current/most recent employer or college/school | Job Title: | |
|  | Start Date: | Notice required: |
| Salary: | Date of leaving  (if applicable): |

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| Briefly outline your main duties and responsibilities: |
| Reason for leaving/wishing to leave: |

# **Previous employment**

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| --- | --- | --- | --- |
| A full history in chronological order since leaving secondary education, including periods of any  post-secondary education or training, and part-time and voluntary work as well as full-time  employment, with start and end dates, explanations for periods not in employment or training, and  reasons for leaving employment. Continue on a separate sheet if necessary. | | | |
| Name & Address  (including nature of business) | From/To  (exact dates) | Position and Salary | Reason for leaving |
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| Please provide details of any employment and/or unpaid/voluntary work that, if your application, was successful you would continue while at the school: |

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| **Breaks in Employment/Education** | |
| If there are any periods of time that have not been accounted for in your application, for instance, period 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 |
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#### **Personal Statement**

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| 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 to this post and how you meet the candidate specification. Continue on a separate sheet if necessary. |

# **Interests/Hobbies and Skills**

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| Please give details of any interests, hobbies or skills that you can bring to Claremont School |

# **References**

Please provide details of two referees. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference. All professional referees should be from different organisations. Please note that references will not be accepted from relatives or from those writing solely in the capacity of a friend.

Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed to work with children.

**A job offer will not be made without 2 references.**

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.

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| **Present/last employer referee** | | |
| Name |  | |
| Address |  | |
| Tel No: |  | |
| Mobile No: |  | |
| Email Address |  | |
| May we contact this referee prior to interview? (select as applicable) | | Yes ☐ / No ☐ |
| **Second employer or academic/character referee** | | |
| Name |  | |
| Address |  | |
| Tel No: |  | |
| Mobile No: |  | |
| Email Address |  | |
| May we contact this referee prior to interview? (select as applicable) | | Yes ☐ / No ☐ |

**Disclosures**

Any offer of employment will be conditional upon the School receiving a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau (CRB)). The successful candidate will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with the DBS Code of Practice.

The School is exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions, cautions, reprimands and final warnings, including those regarded as “spent” under the Act, regardless of how long ago. Disclosure of a criminal record will not automatically debar you from employment; each case will be assessed fairly by the School prior to offering employment.

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| (please delete as appropriate) | | |
| **Have you been convicted by any courts of a criminal offence?** | YES | NO |
| **Is there any relevant court action pending against you?** | YES | NO |
| **Have you ever received a caution, reprimand or final warning from the police?** | YES | NO |
| **Have you been disqualified from working with children?** | YES | NO |
| **Are you named under section 452 Education Act 2002**  **(formerly known as inclusion on the DfE List 99)** | YES | NO |
| **Are you subject to any sanctions imposed by a regulatory body, e.g. the GTC?** | YES | NO |

If you have answered ‘Yes’ to any of the above questions please provide details on a separate sheet and send this in a sealed envelope marked **“Confidential”**,with your name on it, along with your application form.

**Declaration**

**I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false or misleading information or deliberate omission may, in the event of my employment, result in dismissal or disciplinary action.**

**I give my consent for Claremont School to undertake any necessary checks on the DBS update service.**

**I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy Claremont School of my suitability for employment at its school. I hereby authorise Claremont School and its agents to verify the information that I have provided and agree that any person who is contacted as part of this verification process may provide Claremont School with any information about me which that person holds that is relevant to my application.**

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**I understand that information given in this application, and any other subsequent information provided, will be held on computer and processed in accordance with the Data Protection Act 1998 and I consent to the storage and use of such information for employment purposes.**

Signed: \_\_\_\_ Date:

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **How to return your form**

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| Please submit by email to [karen.cooper@claremontschool.co.uk](mailto:karen.cooper@claremontschool.co.uk) However we will require receipt of a signed hard copy. You can also send your completed application form by post or in person to:  Karen Cooper  Office Manager  Claremont School  Ebdens Hill  St Leonards On Sea  TN37 7PW |