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| W:\Branding\Crest\Blue Logo (internal use)\landscape (internal printing only).png | CONFIDENTIALJOB APPLICATION FORM |

The information given on this form will be treated in confidence. Any offer of employment will be subject to checks outlined in our Recruitment, Selection and Disclosures Policy.

Data Protection: The information that you provide on the 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. More details as to how we will process your data is set out in the Data Protection Policy. 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.

**Please complete the details below and return the form** **by the closing date. If applying online please highlight or underline multiple choice responses.**

|  |  |
| --- | --- |
| **Position applied for** |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Surname: | Forenames: | Previous name(s): |
| Current Address:Postcode: |
| Previous Addresses: (if it has been less than five years since you moved to your current address) |
| Address:Postcode:Dates at address From/To (MM/YYYY): | Address:Postcode:Dates at address From/To (MM/YYYY): |
| Home Telephone Number: | Email Address: |
| Mobile Telephone Number: | Nationality: |
| NI Number: | DfE/DCFS No: (teaching positions only): |
| Registered with GTC? (teaching positions only) | **YES** | **NO** | Do you hold Qualified Teacher Status? | **YES** | **NO** |
| Do you hold a current UK driving licence? | **YES** | **NO** | Do you require a work permit to work in the UK? | **YES** | **NO** |
| Are you related or known to any member of the governing body/employee of Finton House?\* | **YES** | **NO** | \*If **YES** to this question, please give their name: |
| Are you a previous pupil at Finton House? \* | **YES** | **NO** | \*If **YES** to this question, please give years of attendance: |

**Education and Training**

**Please give details of your secondary education**

|  |  |  |
| --- | --- | --- |
| School/College/Institution Please include address | Qualifications, grades, date awards made and awarding body  | Dates (**MM/YYYY**)  |
| From | To |
|  |  |  |  |

**Please give details of your higher education or equivalent courses**

|  |  |  |
| --- | --- | --- |
| College / University Please include address | Qualifications, grades, date awards made and awarding body  | Dates (**MM/YYYY**)  |
| From | To |
|  |  |  |  |

**Please give details of other qualifications and professional development courses**

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| --- | --- | --- |
| Course / Training Name | Provider | Date(s) (**MM/YYYY**) |
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**Employment**

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Please give **ALL** your employment history in reverse date order and include details of any voluntary work.

**Current Employment**

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| --- | --- |
| Job Title: | Employer: |
| Current Salary: | Address: |
| Length of notice required: |
| Employed from: (**MM/YYYY**) | Employed to: (**MM/YYYY**) |
| Please give a brief description of current duties, responsibilities and achievements (including age ranges of children worked with and any special needs experience): |

**Previous Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of Employment Name/address/phone number of employer | Post held(age range if appropriate)  | Reason for leaving | Salary | Dates (**MM/YYYY**)  |
|  | From  | To  |
|  |  |  |  |  |  |

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| If there are any periods in your education or employment history unaccounted for above please give dates and details.  |
|  |

If there are any periods of time that are not accounted for by this form and upon which you wish to comment, please do so on a continuation sheet. All gaps will be explored at interview.

**Overseas Work**

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| Have you at any point worked overseas for a period of more than 2 months? | **YES** | **NO** |
| Was this work with children? | **YES** | **NO** |

**Personal Statement**

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| Could you please explain why you consider yourself suited to this position, commenting on personal qualities and experience? (If necessary, please continue on a separate sheet.) |
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**Leisure and Interests**

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| Please note here your leisure interests, sports and hobbies, other pastimes etc.  |
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**Advertisement**

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| Please state where you learned of this vacancy. |
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**Disability**

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| Are you aware of any disability, on-going medical condition or treatment that we should be aware of for the purpose of an interview?*(‘Disability’ defined 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. Physical or mental impairment includes sensory impairment and also hidden impairments – e.g.: mental illness or mental health problems, learning difficulties, dyslexia and conditions such as diabetes or epilepsy.)* | **YES** | **NO** |
| If Yes, please give details of your disabilityIf Yes, do you require any reasonable adjustments with regards to disability to facilitate any possible interview? |

**References**

* Please provide two referees and note that we will contact these referees if you are short listed for this post.
* One referee must be your current or most recent employer.
* If you are currently working with children, your current employer will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to.
* 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 in work with children.
* Please note that references will not be accepted from relatives or friends.
* We reserve the right to take up references with any previous employer.
* If you are or have recently been a student, one of your referees should be your Tutor or Head of Department.
* Should you not wish us to contact references before interview, please specify below.

|  |  |  |
| --- | --- | --- |
| **Referee One – CURRENT EMPLOYER** |  | **Referee Two** |
| Name |  |  | Name |  |
| In what capacity do you know the referee |  |  | In what capacity do you know the referee |  |
| Address |  |  | Address |  |
| Telephone |  |  | Telephone |  |
| Email |  |  | Email |  |
|  | Do not contact prior to interview |  |  |  |

**Disclosure and Barring Service and Identity Checks**

The school is committed to safeguarding and promoting the welfare of children and all successful applicants will be subject to a Disclosure and Barring Service check

This post involves working with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments. All convictions, police cautions or ‘bind-overs’, including any that would otherwise be considered ‘spent’ under the Act **must be disclosed,** and will be taken into account in deciding whether to make an appointment.

In the event of a successful application, all offers of employment are conditional upon receipt of a satisfactory enhanced DBS check and barred list check. In the case of overseas applicants the School will seek to obtain police clearance from an applicant’s country of origin.

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| Have you been disqualified from working with children named on the barred list or subject to any sanctions imposed by a regulatory body (e.g. The GTC)?  | **YES** | **NO** |
| You are required to submit to a DBS check. Any disclosures made by the DBS will remain strictly confidential. Do you authorise us to obtain any necessary information from the DBS in connection with this application?  | **YES** | **NO** |
| Have you ever been convicted and/or cautioned/”bound-over” in respect of any offence?  | **YES** | **NO** |
| If ‘Yes’ please provide full details on a separate sheet and enclose this in a separate, sealed envelope marked ‘Private and Confidential’ for the Attention of the Bursar along with your application. |

**Medical Declaration**

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| *‘I know of no reasons, on the grounds of physical or mental health, why I should not be able to discharge the responsibilities required of me working with children at Finton House.*  *I understand that any offer of employment made by the school will be conditional on verification of medical fitness.’* |
| **Signed**(Print name if applying online.) | **Date** |

**Application Declaration**

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| For the purposes of the General Data Protection Regulations 2018, I consent to the information received by Finton House School relating to the subject matter on this form being processed by them in administering the recruitment process. I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. I confirm to my best knowledge that I am not living in the same household where another person who is disqualified from working with children lives.I understand that to knowingly give false information or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.’ |
| **Signed**(Print name if applying online.) | **Date** |
| **Print Name** |
| *All candidates applying via email will be required to sign and date this form if invited to attend an interview.* |