



PRIVATE AND CONFIDENTIAL

Application for Employment - Academic Staff

This form can be completed manually or electronically. If you require more space to complete any section, please continue on a separate sheet and attach to this form.

Position Applied for and Start Date

Personal Particulars

Please complete in capitals

Surname: _____

Former Surname (if applicable): _____

Full Forenames: _____ Known As: _____

Current Address

Telephone No.: _____ Email Address: _____

Nationality

Permission to work in the UK / Work Permit required (Non-EU applicants please delete as applicable)

National Insurance Number: _____

Current driving licence: YES / NO

Vehicle classification: _____

Please provide your DfES number: _____

(or overseas equivalent with name and address of regulatory body)

Do you have Qualified Teacher Status: YES / NO



Are you registered with the GTC: YES / NO

Details of Academic/Vocational Qualifications (e.g. A-level, Degree, PGCE)

Place	Dates Attended	Examination Results/Grade
Secondary Education (School)		
Further Education (University, Training College etc)		
Other Qualifications (e.g music, games coaching, first aid)		



Further Education and Career History

Please supply a full history in chronological order (with start and end dates) of all training/further education, employment, self-employment and any periods of unemployment since leaving secondary education, that are not detailed in Section 3. Details of holiday jobs etc. whilst in full time higher education are not required. Provide, where appropriate, explanations for any period not in employment, self-employment or further education/training and in each case any reason for leaving employment. Continue overleaf if necessary.



Extra-Curricular Activities/Interests/Achievements

Health

Give details of any serious illness, accident, chronic condition, allergy or operation (other than childhood ailments). If none, write 'NONE'

How many days off work/study due to sickness have you had in the last two years?

Criminal Offences

Have you ever been convicted of a criminal offence? Yes / No

If yes, please give details. Please note that if you are successful in your application, an offer of employment will be conditional upon an enhanced criminal records check being obtained. Please see the statement on criminal records checks (DBS) detailed below:



Referees

Please give details of at least two referees. One referee should be your current or most recent employer. 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 references will not be accepted from relatives or referees writing solely in the capacity of friends.

Name and Position	Address, Telephone Number and Email Address	Dates Known
1.		
2.		
3.		

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (*please delete as appropriate*) 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.

I declare that the information given herein is to the best of my knowledge correct. I understand that any deliberate mis-statement or concealment may disqualify me from being considered for this job, or lead to my dismissal if discovered after my engagement.

Signature of applicant _____ Date _____



Additional 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 Bursar. If you would like to discuss this beforehand, please telephone in confidence to 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.

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)

Signature of applicant _____ Date _____