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Description automatically generated

Application Form

The information you are being asked to provide in this form is required so that the school can comply with legal obligations should your application be successful. To be considered for a position at the school, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

Position applied for:

## SECTION 1: PERSONAL DETAILS

Title: Dr/Mr/Mrs/Miss/Ms/Mx

Forename:

Surname:

Preferred Name:

Former Name:

DfE Teacher Registration number (if applicable):

National Insurance Number:

Full Address:

Telephone number(s):

Home:

Work:

Mobile:

Email:

Are you eligible to work in the UK? Yes/No

Please provide details:

Do you have a Qualified Teacher status? Yes/No

Are you friends or related to anyone who currently works at Trent College or The Elm? If so, please provide their name(s) below:

## SECTION 2: EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/College/ University | Dates of attendance  mm/yy | ­­Examinations | | |
| Subject | Result | Date |
|  | From: |  |  |  |
| To: |
|  | From: |  |  |  |
| To: |
|  | From: |  |  |  |
| To: |
|  | From: |  |  |  |
| To: |

## SECTION 3: OTHER QUALIFICATIONS, SKILLS OR TRAINING

Please provide details of any vocational qualifications, skills or training that you have received which you consider to be relevant to the role for which you have applied.

## SECTION 4: EMPLOYMENT

Current/most recent employer:

Current/most recent employer’s address:

Current/most recent job title:

Date started:

Date employment ended (if applicable):

Reason for seeking other employment:

Current salary / salary on leaving:

Do you / did you receive any employee benefits? Yes/No

If so, please provide details of these:

Please state when you would be available to take up employment if offered:

## SECTION 5: PREVIOUS EMPLOYMENT AND/OR ACTIVITIES (INCLUDING VOLUNTARY WORK) SINCE LEAVING SECONDARY EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name and address of employer | Position held and/or duties | Reason for leaving |
| From: |  |  |  |
| To: |
| From: |  |  |  |
| To: |
| From: |  |  |  |
| To: |
| From: |  |  |  |
| To: |

Please continue on a separate sheet if necessary.

## SECTION 6: GAPS IN YOUR EMPLOYMENT

If there are any gaps in your employment history, e.g. looking after family, sabbatical year, please give details and dates.

## SECTION 7: INTERESTS

Please give details of your interests, hobbies, or skills - in particular any which could be of benefit to the school for the purposes of enriching its co-curricular activity.

## SECTION 8: SUITABILITY

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience, and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

## SECTION 9: REFERENCES

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The school intends to take up references on all shortlisted candidates before interview. The school reserves the right to take up references from any previous employer.

If the school receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the school may take up references from your overseas employers. If the school feels it is necessary to take up additional references for any reason, we will contact you to discuss this before approaching any party for an additional reference.

The school may also telephone your referees to verify the reference they have provided. The school treats all references given or received as confidential which means that you will not usually be provided with a copy.

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Tel: | Tel: |
| Occupation: | Occupation: |
| May we contact prior to interview? Yes/No | May we contact prior to interview? Yes/No |

## SECTION 10: RECRUITMENT AND USE OF INFORMATION

It is the school’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability, or age.  All new appointments are subject to a probationary period.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the school’s 'Safer Recruitment Policy' (which includes the school's 'Policy on the recruitment of ex-offenders'), and 'Child Protection and Safeguarding Policy' is available for download from the school’s website. Please take the time to read them.

If your application is successful, the school will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Further information is contained in the Privacy Notice – Staff and Governors and the Retention of Records Policy.

**How we use your information**

Information on how the school uses personal data is set out in the school's Privacy Notice – Staff and Governors, which can be found on the website.

## SECTION 11: DETAILS OF ONLINE PROFILE

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.

Please provide details of any social media sites you use. This section is also an opportunity for you to disclose any adverse social media entries we may uncover through our check and some context to explain them.

You are not required to provide account passwords or to grant the school access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

## SECTION 12: DECLARATION

Please check each applicable statement below:

I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children

I confirm that I am not prohibited from carrying out 'teaching work' (do not tick this box if the role for which you are applying does not involve 'teaching work')

I confirm that I am not prohibited from being involved in the management of an independent school (do not tick this box if the role for which you are applying is not a management role)

I confirm that, to the best of my knowledge, I am not disqualified from working with children under the age of eight (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')

I confirm that I have provided details of any adverse entries on my social media accounts and I have not knowingly withheld any information.

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

|  |
| --- |
| Signed: |
| Date: |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the school will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 12. |