

**Application for Employment  
Safer Recruitment and School Support**

**CONFIDENTIAL**

Please complete the form fully, leaving no gaps, before submitting

Post details	
Post applied for	
Personal details	
Title (Mr, Mrs, etc.)	
First name	
Middle name	
Surname (family name)	
All previous surnames	
National Insurance number	

Address details	
House name/ number & street	
Address Line 2	
Town	
County	
Postcode	
Home phone	Area code          number
Work phone	Area code          number
Mobile phone	
Email address	(Our main method of contacting you will be through the e-mail address you provide here)

(form continues below)

Current employment or occupation	
<b>Job Title</b> (or course details if currently a student)	
<b>Employer's name and address</b> (or school/ college/ university)	
<b>Current salary</b> (If part time include percentage of full time)	
<b>Date started</b> (month/ year)	

Previous employment or occupation				
<p>Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record these providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations. If you have further periods please place on a numbered continuation sheet.</p>				
Job title or Occupation	Employer's name or Activity	Date started (month/ year)	Date left (month/ year)	Reason for leaving

(form continues below)

### Qualifications

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications). If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

Name at time of qualification (if different)

Name of qualification	Subjects and grades or results expected	School/ College/ University attended	Date awarded (month/ year)

### Membership of professional bodies

Please give details of any professional bodies to which you belong. If you need to add further bodies, please put these in the *Relevant Skills and Experience* section.

Name of professional body	Level of membership	Membership number	Date of membership

(form continues below)

### Training

Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section.

Name of course	Date completed (month/ year)

### Relevant skills and experience

Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.

This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.

Please use this text field to describe your relevant skills and experience...

(form continues below)

Referees			
<p>Please give details below of two people who can provide information that will confirm your suitability for this post. <b>Where appropriate one person should be your current or most recent employer;</b> the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.</p>			
Referees:	Referee 1 (Current or most recent line manager)	Referee 2	Referee 3
Title			
First name			
Surname (family name)			
Organisation name and position of referee			
Address			
Postcode			
Telephone (inc. area code)			
Fax number (inc. area code)			
Email address			

(form continues below)

Additional details	
Is anyone in your household or family an employee or governor of Meadowbrook College? * If you have answered "Yes" to the question above, please provide details:	
Would you require sponsorship ( previously a work permit) to take up this post?	YES NO
If you answered "Yes" to the question above, please provide details	
Do you hold a UK driving licence (circle applicable)?	YES NO
Do you have the use of a car for work?	YES NO
When would you be available to start work?	
Where did you see this post advertised? (please tick). Website <input type="checkbox"/> Publication <input type="checkbox"/> Other <input type="checkbox"/> Please provide details of where you saw this post	

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975
<p>This post is covered by the <b>Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975</b> because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:  <a href="https://www.gov.uk/government/collections/dbs-filtering-guidance">https://www.gov.uk/government/collections/dbs-filtering-guidance</a></p>

### Further Information

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.
- **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.

Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

### Declaration

**You cannot sign this form on screen.** By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signed		Date	
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(form continues below)

### Equal opportunities

Meadowbrook College is an equal opportunity employer and is committed to promoting equality and social inclusion. Meadowbrook College operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help Meadowbrook College monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

### Personal details

Surname (family name)	
First name	
Date of birth (dd/mm/yyyy)	
Gender	
Sexual Orientation	
Ethnicity	
Do you consider that you have a disability?	
Religion and/or belief	
Are you employed by Meadowbrook College?	
Nationality	

(form continues below)

### Information for candidates with a disability

Meadowbrook College welcomes applications from all sectors of the community, including candidates with a disability.

Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 791606.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

You can obtain further advice from the Disability Rights Commission [www.drc-gb.org](http://www.drc-gb.org) or  
Tel: 0845 604 6610

#### Arrangements if selected for interview

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

Interview information on audio tape

Interview information in large print format

Sign language or other assistance with communication at interview

Other assistance details:

Induction loop in interview room

Wheelchair-accessible location for interview

Car parking space for interview

Facility for personal carer, assistant or other person to accompany you at interview

Other requirements — please give details:

#### Arrangements if appointed

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.