Application Form - Private and Confidential

The Gerrards Cross CE School

Moreland Drive

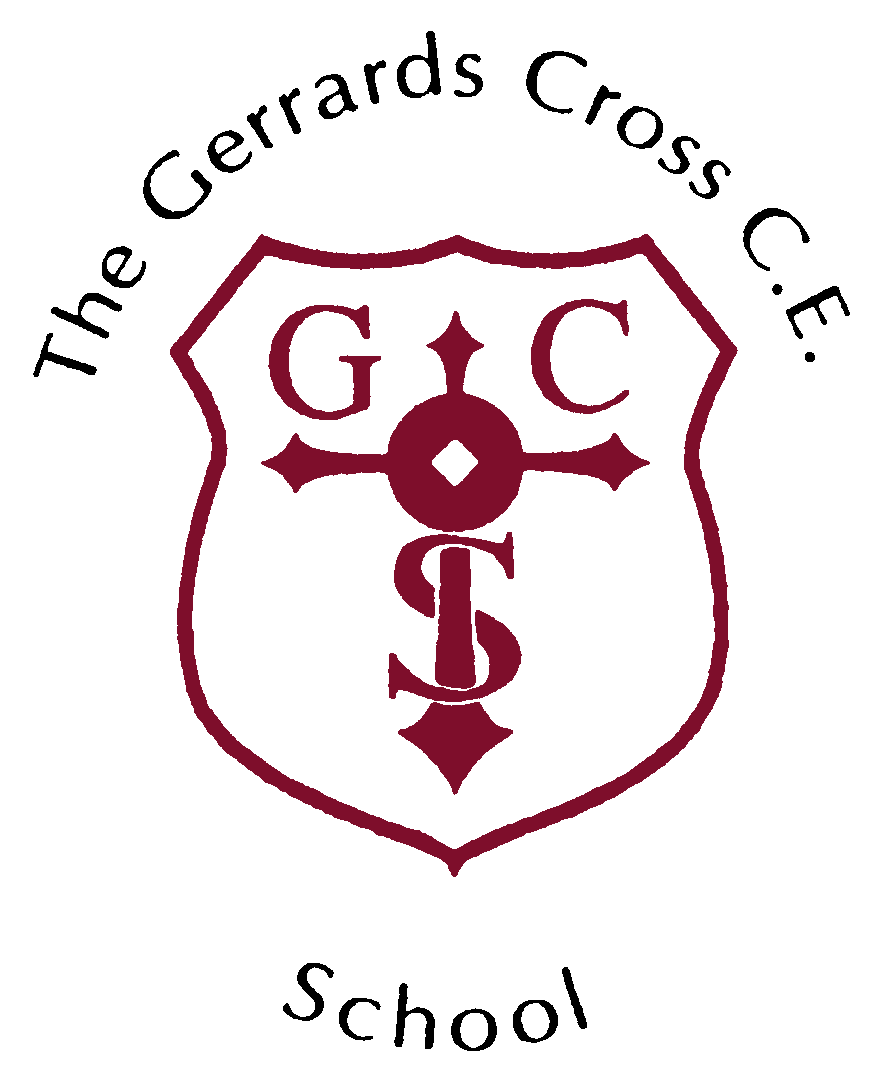
Gerrards Cross

Bucks

SL9 8BD

Tel: 01753 882731

Email: [office@gerrardscross.bucks.sch.uk](mailto:office@gerrardscross.bucks.sch.uk)



PLEASE COMPLETE USING BLACK INK OR TYPE.

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| APPLICATION FOR THE POST OF:    AVAILABLE START DATE: | | | | | | | | | | | | | | |  | | |
| SURNAME/ FAMILY NAME:  TITLE: (Dr, Mr, Mrs, Miss, Ms, other) | | | | | | **FORENAME(S):**  Please give details of any previous surnames: | | | | | | | | | | | |
| HOME ADDRESS:    **POSTCODE:**  E-MAIL ADDRESS: | | | | | | **TELEPHONE NUMBERS**  **HOME:**  WORK:  May we contact you at work?  MOBILE:  NATIONAL INSURANCE NUMBER: | | | | | | | | | | | |
| Referees | | | | | | | | | | | | | | |
| These should be persons of appropriate standing with direct knowledge of your professional work and should include your present employer. If you are a student give appropriate school or college referees. It is the normal practice for references to be obtained before any formal interview. | | | | | | | | | | | | | | |
| 1. |  | | |  | | | 2. | |  | | | |  | | |
| Name: |  | | |  | | | Name: | |  | | | |  | | |
| Position: |  | | |  | | | Position: | |  | | | |  | | |
| Address: |  | | |  | | | Address: | |  | | | |  | | |
| Tel: |  | | |  | | | Tel: | |  | | | |  | | |
| Email: |  | | |  | | | Email: | |  | | | |  | | |
| Qualifications and Training | | | | | | | | | | | | | | | | | | |
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| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary School, Further/Higher or work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications will be requested prior to appointment. | | | | | | | | | | | | | | | | | | |
| **Institution** | | | **Examination, course**  **(with dates)** | | | | **From** | | **To** | | | **Result/Qualifications gained** | | | | | | |
| IN-SERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned. | | | | | | | | | | | | | | | | | | |
| **Course Title** | | | | Provider | | | | | | | **Duration** | | **Dates** | | | | | |

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| Work Experience |
| **Present Employment**   |  |  | | --- | --- | | Name & address of employer: | Job title: | | Date of appointment:   /  / | **Salary Scale and Current Salary:**  **Grade and details of allowance:**  **Notice required:** | | Reasons for leaving (If applicable): | | **Key Responsibilities:** | | |

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| Previous Employment  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time.Start with the most recent. Please continue on a separate sheet if necessary. | | | | |
| **Employer’s name and address** | **From**  **Month / Year** | **To**  **Month / Year** | **Job title and summary of main duties** | Reasons for Leaving |
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| Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education. | | | | |

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| Support of Application | | |
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| **Please attach a letter in support of your application for this post.**  **You should include details of your experience, skills, abilities and personal qualities that are relevant to the application.** | | |
| **Additional Information** | |
| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK? | \*Yes/No |
| 1. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? | \*Yes/No |
| If yes, please give details: |  |
| 1. Are you a relative or partner of a Governor, or a member of staff of this school, or of any Buckinghamshire County Councillor or employee? |  |
| If YES, Please state name of person and relationship: |  |
| 1. If you have a disability please let us know of any special arrangements you may need to make if you are shortlisted for interview: |  |
| 1. Where did you see the advertisement for this post? If seen on the internet, on which site? |  |
| 1. Do you hold a full current driving licence? |  |

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| Criminal Convictions - Rehabilitation of Offenders Act 1974 | |
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| The Gerrards Cross CE School aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As The Gerrards Cross CE School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you**. Failure to disclose this information may result in disciplinary action or dismissal by the school and may lead to criminal proceedings.  I have read the above notes on Criminal Convictions and agree to an Enhanced Disclosure Check of Police Records being made if I am offered the job for which I am applying I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered ‘spent’.  Please tick as appropriate:  I do not have any criminal offences held against me  I do have criminal offences or prosecutions pending against me | |
| If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please ensure that you bring these with you to your interview, if you are shortlisted. | |
| **Signed:** | **Date:**   /  / |

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| Declaration | |
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| I agree that any offer of employment with The Gerrards Cross CE School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that The Gerrards Cross CE School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. The Gerrards Cross CE School is committed to the prevention, detection and elimination or fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the school. | |
| **Signed:** | **Date:**   /  / |

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| Other Information |

Notes to Applicants

* Before signing this form please check that every section has been completed
* The form and letter should be returned to the school by post or email, clearly marked ‘For the attention of the School Business Manager’
* The school’s duty of care to the pupils requires that chronological information is sought. However, the selection

process will be free of age-bias.

* The school may carry out online searches of shortlisted candidates as part of pre-employment checks.

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|  | Recruitment Monitoring | |  |
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| The Gerrards Cross CE School operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.  The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.  The information you give is confidential and is used for monitoring purposes only. | | | | |
| **Application for the post of:** | | | | |
| **Full name:** | | | | |
| **Gender:** | | | | |
| **Date of Birth:**   /  / | | | | |
| Do you consider yourself to have a disability? | | | | |
| If yes, what is the nature of your disability? | | | | |
| **Religion**  These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box. | | | | |
| Buddhist  Christian  Hindu  Muslim  Sikh  No religion  Other | |  | | |
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| **How would you describe yourself?**  These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box. \* Please define. | | | | |
| **Please tick the appropriate box to indicate your cultural background:** | | | | |
| **White:** | | | | |
| British |  | | | |
| Irish  Gypsy / Irish traveller  Roma |  | | | |
| Other White background |  | | | |
|  | | | | |
| **Mixed:** | | | | |
| White and Black Caribbean | | | |  |
| White and Black African | | | |  |
| White and Asian | | | |  |
| Other mixed or multiple ethnic background | | | |  |
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| **Asian or Asian British:** | | | | |
| Indian | |  | | |
| Pakistani | |  | | |
| Bangladeshi  Chinese | |  | | |
| Other Asian background | |  | | |
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| **Black or Black British:** | | | | |
| Caribbean | |  | | |
| African | |  | | |
| Other Black background | |  | | |
|  | | | | |
| **Other Ethnic:** | | | | |
| Arab | | |  | |
| Other Ethnic Group | | |  | |
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