



Part 1

Application Form for Employment (Teaching and Support Staff)

Thank you for your interest.

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on this form will be considered by the shortlisting panel who will decide whether you proceed to the next stage of the selection process.

Following completion of **Part 1**, please ensure that you also complete **Part 2**. Both parts can be submitted together but as two separate documents as Part 2 will not be referred to/seen by the shortlisting panel.

Application for the post of _____

Employment History

(Please give details of you current or most recent employer)

Post Title	From	To
Employer Name	Salary/ Grade	
Full Time/Part Time	Period of Notice	
Reason for Leaving		
Description of key duties and responsibilities		

Previous Employment (Please give details of all previous positions you have held since leaving school, starting with the most recent first).

From (dd/mm/yy)	To (dd/mm/yy)	Employer	Position Title	Teachers Only Section			Reason for leaving
				Type of school (primary, secondary, special)	FT/PT Or Supply	Age range taught	

Please give details of any gaps in your employment history

Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your **skill set and experiences to date are suited to the requirement of the person specification and role.**

This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.

Relevant skills and experience continued

Education/Qualification

If you are invited to interview, you will be asked to provide original copies of you qualifications for inspection.

Qualification Taken	Year	Grade	Date	Name of Educational Establishment

Teachers Only

DFE or DCSF Ref No. _____ Date of Qualification _____
Have you completed an induction year as a Early Careers Teacher? Yes No

Age range qualified to teach	
Subjects qualified to teach	

Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of a professional body relevant to this position.

Year Course Taken	Course Title	Date	Outcome – grade achieved where relevant

Other Details

For positions that involve driving

Do you hold a current, full driving licence which is valid for driving in the UK?

Yes

No

Motorcycle

Car

Do you hold any current endorsements?

Yes

No

Are related to or have a close relationship with any existing employee of the School or Governors?

Yes

No

If yes, please provide details of their name, job title and your relationship to them.

To help us monitor the success of our advertising, please state where you saw this position advertised.

References

Please give details of two referees, one from whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation. In the case of applicants leaving full-time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members. **To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by email. Therefore, please provide us with full details of your referee’s email address. As part of our safer recruitment practices, we strive to obtain references in readiness for interview attendance.**

<p>Referee One: This referee must either be your current or previous employer</p> <p>If you are invited to interview, may we approach this referee without further reference to you?</p> <p style="text-align: center;">Yes No</p> <p>Name: _____</p> <p>Job Title: _____</p> <p>Email: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone Number: _____</p>	<p>Referee Two:</p> <p>If you are invited to interview, may we approach this referee without further reference to you?</p> <p style="text-align: center;">Yes No</p> <p>Name: _____</p> <p>Job Title: _____</p> <p>Email: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Post Code: _____</p> <p>Relationship to you: _____</p> <p>Telephone Number: _____</p>
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I confirm that I am not included on the children’s barred list of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true and to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, Chipping Campden School or Chipping Campden School Enterprises Ltd will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role. Confirmation of your sickness absence record with your current or past employer will be sought where possible should you be offered the position.

Please ensure that your name and email address is clearly stated.

Signed/Name: _____ Date: _____

Email: _____

You are required to complete both Part 1 and Part 2 of our application form (personal and special category and criminal records data) and submit as a separate attachment.

Part 2 will not form part of the shortlisting process but will be made available to the lead interviewer upon acceptance of interview.

Data Protection

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars.

When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. Personal data collected during the recruitment process is in accordance with our Data Protection Policy and Job Application Privacy Notice. The information you provide may also be disclosed to relevant statutory bodies.

The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.