



CONFIDENTIAL APPLICATION FORM:

Admissions, Marketing and Communications Officer

Personal Information

Name:

Former Name:

Preferred Name:

Address:

Post code:

National Insurance No.:

How long have you lived at this address?

If less than 5 years, please provide previous address(es)

Previous Address:

Previous Address:

Postcode:

Postcode:

Length of time at address:

Length of time at address:

Email address:

(accessed daily)

Telephone:

(please tick
preferred)

→ Home:

→ Business:

→ Mobile:

Current Salary:

Current notice period:

Current Pension arrangements:

Education, Vocational and Professional Qualifications

Name of body	Date/s	Qualification	Level / Grade

Further Training and Development

Name of body/provider	Date	Name of course	Level / Grade

Membership of Professional Bodies and Institutes

Body	Type of membership	Date joined	Registration Number

Teaching Qualifications

Do you have QTS?	Yes		No		Teacher's Registration Number:
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Employment History

Please give details of all posts held, including part time and unpaid work, starting with your current or most recent employer.

Employer (name and address)	Dates of service	Post Title, Responsibilities and Key Achievements	Reason for leaving

Notice Period for current role:	Current Salary:
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Additional Benefits:

Supporting Statement:

Using the job and person specification, please use this section to explain how you meet the requirements of the job. You may draw on skills, knowledge, experience gained from paid/unpaid work, domestic responsibilities, education, relevant training courses, leisure interests, and voluntary activities. You may wish to use continuation sheets if completing this form manually, please ensure that these are clearly marked and securely attached to the application form.

Outside Interests

Supplementary Questions

Driving Licence

Do you hold a current driving licence (if relevant to post requirements)?	Yes	No
Do you have any endorsements on your licence?	Yes	No
Is it a full / provisional / LGV / PCV licence? <i>(delete as applicable)</i>		

Required adjustments

Are there any adjustments that may be required should you be invited for interview?	Yes	No
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If so, please state here:

Right to work in the UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes	No
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If Yes, please provide details:

If your application is successful, would you require a work permit prior to taking up post?	Yes	No
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Existing contacts within the school

Please indicate if you are related to or know any existing employees or trustees of the school and if so how you know them.

Previous Applications to the School

Have you made any previous applications to the school? If so, please give approximate date and title of post applied for.

Referees

Please provide two employer referees. One referee should be your current or most recent employer. If you have worked in a school previously, you must provide a referee from the last school you were employed by.

We are not able to accept references from friends or relatives.

Please indicate if we can contact your referees prior to interview.

Please see guidance notes for further information.

Referee 1:	Referee 2:
Name:	Name:
Address:	Address:
Tel No.:	Tel No.:
Email:	Email:
Occupation:	Occupation:
How long has this person known you and in what capacity?	How long has this person known you and in what capacity?
I give/do not give permission to take up this reference prior to an offer of employment being made (delete clearly as appropriate).	I give/do not give permission to take up this reference prior to an offer of employment being made (delete clearly as appropriate).

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Data Protection Commissioner.

Declarations

I am aware that St Peter & St Paul School applies for an enhanced disclosure from the Disclosure and Barring Service on those carrying out Regulated Activities within the School. Signing below indicates that I have given permission for the School to carry out this procedure.

I am aware that, because I would be carrying out a Regulated Activity, it is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. I have not been disqualified from working with children, am not named on the Children's Barred List, am not subject to any sanctions imposed by a regulatory body (eg, 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 I have given in this application is accurate and true. I understand that providing misleading information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date:

Please return your completed application form for the attention of Mr Thomas Newton, Headteacher by email - headteacher@spsp.org.uk

Equal Opportunities and Monitoring

This section of the application form will be detached and will be used solely for monitoring purposes.

St Peter & St Paul School recognises the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Name:

Post applied for:

Date:

White:

→ British → Irish → Any other white background *

Mixed:

→ White and Black Caribbean → White and Black African → White and Asian → Any other mixed background *

Black or Black British:

→ Caribbean → African → Any other Black background *

Asian or Asian British:

→ Indian → Pakistani → Bangladeshi → Any other Asian background *

Chinese or Other Ethnic Group

→ Chinese → Other Ethnic Group *

* Please specify

Gender – please specify:

→ Male → Female

Date of birth (dd/mm/yy):

Do you consider yourself to have a disability?

→ Yes

→ No

If Yes, please state nature of disability:

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

If you wish, you may disclose information about yourself in this section about your:

Religion:

Sexual orientation:

How did you become aware of this vacancy?