

Post applied for: _____

PERSONAL

Personal Details (BLOCK CAPITALS)

Title _____ Date of birth _____ / _____ / _____
First name _____
Middle names _____
Surname (family name) _____
All previous surnames _____
Nationality _____ Gender (M/F) _____
National Insurance number _____

Address Details (BLOCK CAPITALS)

Address _____

Postcode _____
Mobile telephone no: _____
Daytime telephone no: _____
Evening telephone no: _____
Email address _____
Preferred contact method _____

ADDITIONAL DETAILS

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of St Edward's School? *Yes / No

If you answered "Yes" to the question above, please provide details. _____

Please confirm that you are entitled to work in the UK. *Yes / No

If "No" please give details of your current UK visa status. _____

Do you hold a driving licence? *Yes / No

If "yes", is your licence full or provisional? *Full / Provisional

Do you have any driving offences on record? *Yes / No

If "yes" please provide details. _____

When would you be available to start work? _____

EMPLOYMENT

*** Please note that, as a boarding school, St Edward's is required to make direct contact with all previous employers where an applicant has worked with children or vulnerable adults to verify their reason for leaving that position.**

Current or most recent employment or occupation

Employer's (or University/
College) name & address _____

Date started (month/year) _____

Date left, if applicable (month/year) _____

Job title/brief description of responsibilities (or course details, if a student):

Reason for seeking other employment:

Previous employment and/or activities since leaving secondary education

Please give details of all other jobs you have held, including part-time & voluntary work, starting with the most recent.

Date started (month/year)	Date left (month/year)	Employer's name and address	Position held	Reason for leaving (see above *)
___/___	___/___			
___/___	___/___			
___/___	___/___			
___/___	___/___			
___/___	___/___			

Please continue on another sheet if necessary.

REFEREES

Please give details of at least two referees (at least one of whom should be a former employer). Your referees should not be related to you in any way. If you are (or have recently been) employed, one should be your current or last employer.

Two referees will normally be sufficient, ******however, if you are not currently working with children but have done so in the past, you should also give details of the employer by whom you were most recently employed in work with children.

If you are currently working with children, your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is "time expired" (that is, where a warning could no longer be taken into account in any new disciplinary hearing, for example) and whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that employer will be asked about those issues.

Please note that we normally take up references for all shortlisted candidates and may approach employers for information to verify particular experience, or qualifications, before interview unless you specifically ask us not to do so at that stage.

	Referee 1 (BLOCK CAPITALS)	Referee 2 (BLOCK CAPITALS)
Title and name		
Address & postcode		
Telephone number		
Fax number		
Email address		
Job title		
	*Employer / Personal	*Employer / Personal
<u>May we contact this referee without further authority from you?</u>	*Yes / No	*Yes / No
**<u>Please see above</u>	Referee 3 (BLOCK CAPITALS)	
Title and name		
Address & postcode		
Telephone number		
Fax number		
Email address		
Job title		
	*Employer / Personal	
<u>May we contact this referee without further authority from you?</u>	*Yes / No	

CRIMINAL RECORDS

An offer of employment is conditional upon St Edward's receiving an Enhanced Disclosure from the Criminal Records Bureau (CRB) which the School considers to be satisfactory. If you are successful in your application, you will be required to complete a CRB application form. Any information disclosed will be handled in accordance with the Code of Practice published by the CRB (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly, by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any offence? ***Yes / No**

Is there any court action pending against you? ***Yes / No**

Have you ever received a caution, reprimand or final warning from the police? ***Yes / No**

If the answer to any of the preceding questions is "yes", please include full details with your application form, in a separate sealed envelope marked "Private and Confidential"

HEALTH

The School is committed to being an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (as amended) ("the Act). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled? ***Yes / No**

If you wish, please give further details here.

Are there any special arrangements which you might require to attend an interview? ***Yes / No**

If yes, please give details here.

If offered the position applied for, are there any arrangements or adjustments that the School would need to make to enable you to carry out the role? ***Yes / No**

If yes, please give details here.

HEALTH (continued)

In accordance with the guidance published by the DCSF, any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. There may be circumstances when it will be necessary for the School's medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician. If you are appointed, we will ask you to complete a confidential medical questionnaire and may approach your doctor, in confidence, to provide a satisfactory medical reference for you. Please would you supply your doctor's name and address below:

Details

(PLEASE NOTE THAT WE WILL NOT APPROACH YOUR DOCTOR UNLESS YOU ARE APPOINTED)

DATA PROTECTION

The personal information which you provide on this application form will be used by St Edward's for employment purposes. If your application is successful, the information will be retained for matters such as payroll, pensions administration, appraisal of performance, recording details of holiday entitlement, absences, etc. Some of this information, such as that referring to health, disabilities and criminal convictions is defined as "sensitive" under data protection legislation.

If your application is unsuccessful, the information will normally be confidentially destroyed after six months. If you do not wish your details to be retained for six months in these circumstances, please indicate below (in which case your application will be confidentially destroyed as soon as possible after the appointment has been finalised).

I do not wish my details to be retained for six months if my application is unsuccessful (tick if applicable)

RECRUITMENT AT ST EDWARD'S

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. Our policy is to not discriminate against any person because of their race, colour, national or ethnic origin, gender, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

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

DECLARATION

- I confirm that the information which I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any "sensitive" information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.
- I consent to the School making direct contact with the people specified as my referees to obtain and verify the reference, except where I have indicated that my further authority is needed.

Signature _____

Date _____