

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. \_\_\_\_\_  
\_\_\_\_\_

**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 *)
				<p align="right">Please continue on another sheet if necessary.</p>

**EMPLOYMENT (continued)**

As a school, we must ask for an unbroken history of your employment and other activities since leaving secondary education. Please give below details of any time as yet unaccounted for (including any periods when you were unemployed).

Start date (month/year)	End date (month/year)	Details

Please continue on another sheet if necessary.

**EDUCATION AND QUALIFICATIONS**

Please list any qualifications which you have gained or are undertaking. If you are shortlisted for interview, you will be required to produce original certificates, or other documentary proof of qualifications at the time of interview, where these are a requirement of the position for which you are applying.

Name of School/ College/University	Dates Attended	Examinations		
		Subject	Result	Date of award

Please continue on another sheet if necessary.

**OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING**

Please list any additional training you have undertaken, which you feel is relevant to the post for which you are applying.

Details of course	Date course completed

Please continue on another sheet if necessary.

**SKILLS AND SUITABILITY**

Please tell us why you are applying for the advertised post and why you believe you are suitable for the position. Describe any experience and skills gained in other jobs or similar environments which you feel are relevant to the selection criteria and which demonstrate your ability and aptitude to undertake the duties of the post.

**You may submit your CV with this form, if you wish, however, please note that we cannot accept a CV alone, only as supplementary information to a completed application form.**

Please continue on another sheet if necessary.

\* please delete as appropriate

**REFEREES**

Please give details of at least two referees who can confirm that you meet the selection criteria for the post. Your referees should not be related to you in any way, nor be writing solely as a friend. If you are (or have recently been) employed, one should be your current or last employer. If you are (or have recently been) a student, one should be a senior staff member from your place of study

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

**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 \_\_\_\_\_