A blue shield with white and silver text

Description automatically generated

APPLICATION FORM

|  |  |
| --- | --- |
| Candidate’s Name: |  |
| Role: |  |

|  |
| --- |
| Please refer to the Recruitment & Selection Policy  **Completed Application Forms should be sent for the attention of**  **Anna Gray at the following email:**  [hr@sherfieldschool.co.uk](mailto:hr@sherfieldschool.co.uk) |

**CONFIDENTIAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **PERSONAL INFORMATION** | | | | | |
| Title: | Forename(s): | | | Surname: | |
| Address:  Postcode: | | | Former name (including maiden name): | | |
| How long have you lived at this address? :  If less than 5 years please provide all previous addresses for past 5 years (continue on a separate sheet if necessary) | | | | | |
| Previous Address  Post code: | | | Previous Address:  Post code: | | |
| Dates of occupancy: | | | Dates of occupancy: | | |
| Home telephone: | | | Email: | | |
| Mobile telephone: | | | Work telephone: | | |
| Do you need a work  Permit in the UK? | | YES~~/~~ NO | If you already have a Work Permit when does it expire?  (Please note that your current Work Permit may not be valid for this post) | |  |
| Do you have settlement status? | | YES/ NO | National Insurance number: | | |
| Do you hold a current full UK driving licence? | | YES/ NO | Do you intend to drive to work? | | YES/ NO |
| Do you have Qualified Teacher Status?  If Yes please provide your TRN: | | YES~~/~~ NO | Please provide details of any membership of professional bodies: | | |
| Please provide any public social media handles e.g. twitter/ linkedin/ facebook/ Instagram/ tiktok etc | | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **ACADEMIC AND VOCATIONAL QUALIFICATIONS** | | | |
| List in reverse chronological order. Please note original documents as proof of qualification may be required prior to employment. Continue on a separate sheet as required. | | | |
| Award/ Qualification: | Awarding Body (university/ school etc): | Date obtained | Grade achieved (if applicable) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Professional Development: long courses attended in the last 3 years (please include dates) |  | | |
| Professional Development: Short courses attended in the last 3 years (please include dates) |  | | |
| Other Vocational Qualifications, Skills or Training relevant to the post being applied for: |  | | |
| Brief details of any awards or publications: |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **EMPLOYMENT** | | | | |
| Please provide full details of all positions held and any employment, self-employment or unpaid work since leaving full time education.  Start with your most recent post and in each case give the reason for leaving employment.  Provide explanations for any periods not in employment, full time education/training.  Please continue on a separate sheet if required | | | | |
| **Current Employment Details (or most recent employment details)** | | | | |
| Employer name and address | | | | Salary: £ |
| Position held | Summary of key duties and responsibilities | | Start & end dates | Reason for leaving |
|  |  | |  |  |
| **PREVIOUS EMPLOYMENT DETAILS:** | | | | |
| Employer name and address | Start & end dates | Job Title | Reason forLeaving | Final Salary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 1. **CONNECTION TO THE SCHOOL** |
| Please confirm if you have any existing connection to Sherfield School. If you know any current employee, volunteer or Governor please explain how you know them. |
|  |

|  |
| --- |
| 1. **OTHER INFORMATION** |
| What activities outside work interest you? Please provide details of interests, hobbies and skills you might have: |
|  |

|  |
| --- |
| 1. **REASONS FOR APPLYING FOR THIS JOB** |
| Please set out below a concise statement in support of your application which explains your suitability for the role and how you meet the criteria set out in the person specification for this post. (1000 words max.) |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **REFEREES** | | | | | |
| Please supply the names and contact details of three referees. One of these must be your current or most recent employer and the other two be a professional person or other person to whom you are well known.  A referee may not be a relative or someone known solely to you as a friend. The School may take up references from all short-listed candidates before interview unless requested not to. | | | | | |
| **Referee 1 – Current employer** | | | **Referee 2** | | |
| Name: |  | | Name: |  | |
| Job Title: |  | | Job Title |  | |
| Organisation: |  | | Organisation: |  | |
| Email address: |  | | Email address: |  | |
| Address:  (inc Post Code) |  | | Address:  (inc Post Code) |  | |
| Tel No: |  | | Tel No: |  | |
| **Please state whether we may obtain references prior to interview:** | | YES orNO | **Please state whether we may obtain references prior to interview:** | | YES or NO |

|  |  |  |
| --- | --- | --- |
| **Referee 3** | | |
| Name: |  | |
| Job Title: |  | |
| Organisation: |  | |
| Email address: |  | |
| Address:  (inc Post Code) |  | |
| Tel No: |  | |
| **Please state whether we may obtain references prior to interview:** | | YES orNO |

|  |
| --- |
| 1. **DATA PROTECTION** |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

|  |  |
| --- | --- |
| 1. **DECLARATION** | |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks  I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. | |
| Signed: | Date: |

**CONTINUATION SHEET AS REQUIRED**