

**IN CONFIDENCE**

*(When completed)*



**SANDROYD**

**SANDROYD SCHOOL APPLICATION FORM**

Please type or write in black or blue ink. Use capitals if necessary.

**POSITION FOR WHICH APPLYING** .....

[Please continue on separate sheets as necessary.]

**1. PERSONAL DETAILS**

<b>Surname:</b>  <b>Previous Surname(s):</b>	<b>Forenames:</b>  <b>Known as:</b>
<b>Title:</b>	National Insurance No:
<b>Address:</b>    <b>Post Code</b>	<b>Home telephone:</b> .....  <b>Office telephone:</b> .....  <b>Mobile telephone:</b> .....  <b>e-mail address:</b> .....
<b>Do you hold a current Driving Licence?</b>  Yes/No	<b>Are you currently eligible for employment in the UK?</b>  Yes/No  If you have answered "No", please provide details.

**If applying for a teaching post:**

<b>Teacher Reference Number (TRN):</b> -----	<b>Do you have QTS? Yes/No</b>
<b>Age Group for which trained?</b> Pre KS1; KS1; KS2; KS3; KS4; KS5	<b>What main teaching subjects can you offer?</b>
<b>What additional teaching subjects can you offer?</b>	

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**2. PRESENT EMPLOYMENT**

Present Post (Title):	Date appointed to post:
Present Salary and other benefits:	Notice Period:
Name and Address of Current Employer	
Email address:	
Date when you would be available to start if appointed:	
Reason for leaving current appointment:	

**3. PREVIOUS EMPLOYMENT**

Please list your previous employments in chronological order, starting with the most recent.  
Please continue on a separate sheet if necessary, ensuring that you include all periods of unemployment, child care or sickness or voluntary work.

Dates (Month/Year)	Name and Address of Employer	Position Held, Duties, Salary and Reason for Leaving

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Please give details of other work or activities in which you are involved.

**4. EDUCATION**

<b>Institution and Dates</b>	<b>Qualifications</b>
Secondary Education	
Higher Education:	
Other	

**5. OTHER VOCATIONAL QUALIFICATIONS, SKILLS AND TRAINING**

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**6. PERSONAL STATEMENT** – Please give your reasons for applying for this post and say why you are suitable for the position. Continue on a separate sheet if necessary.

**7. OTHER INTERESTS**

**IN CONFIDENCE***(When completed)***8. CONNECTIONS WITH THE SCHOOL**

Please confirm if you know any existing employee, volunteer or governor at the school and, if so, please provide details of how you know them.

<b>Name of Employee, Volunteer or Governor</b>	<b>How you Know Him/Her</b>

**9. PROFESSIONAL REFERENCES** In addition to seeking a reference from your current employer, we would like details of two further referees. Referees should have known you for at least 2 years. We cannot accept references from relatives or anyone writing solely in their capacity as friends.

Name	Name
Address	Address
Post Code	Post Code
Email address:	Email address:
Telephone Number	Telephone Number
Occupation	Occupation

**10. 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. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.

We may check the information provided by you on this form with third parties

**11. RECRUITMENT**

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 and not to discriminate against

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any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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

A copy of the School's recruitment policy is enclosed with this application and the School's safeguarding policy is available for download from the School's website. Please take the time to read them.

### 12. 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:** .....