



A M E S B U R Y

Hazel Grove • Hindhead • Surrey • GU26 6BL

CONFIDENTIAL EMPLOYMENT APPLICATION

*Amesbury pursues a policy of equality of opportunity
The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

Position applied for	
Notice period	
Earliest start date	
Current salary	

1. Personal details

Surname First Names

Title Previous Name(s)

Address

Postcode

E-mail

Telephone Nos. Day Mobile

Evening

If you have lived at this address for less than five years, please provide previous addresses for this period.

2. Education (Please give details of institutions attended from 11 years of age, starting with the most recent. Continue on another sheet or add rows, if necessary.)

Institution	Qualifications with Subjects and Grades Awarded	Date			
		From		To	
		Month	Year	Month	Year

3. Work related training (Please give details of relevant professional development and membership of professional associations)

Course Title and Institution	From	To	Result Achieved (if relevant)

4. Employment history (Please give details of your employment since leaving full-time education, starting with the most recent. Give a brief explanation of gaps of more than one month. Continue on another sheet or add rows, if necessary.)

Employer's name and address	Position	Date				Reason for leaving
		From		To		
		Month	Year	Month	Year	

5. **Personal Statement** (Your statement is very important. Please avoid clichés and ‘eduspeak’ ((do not use the word ‘pedagogy’)). Most importantly, tell us why you are applying for this role and why you believe **you** are the right person for Amesbury and this role - **not this role in any school, but this role at Amesbury.**)



6. References

Please give details below of two people who can provide information that will confirm your suitability for this post. Where appropriate, one person should be your current or most recent employer; the other should be someone who has known you in a professional capacity. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are 'time expired' and any child protection concerns. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal school practice to contact referees during the short-listing process; this does not necessarily mean that a candidate will be called for interview. **Please indicate on the application form below if you do not wish a reference to be obtained at this stage.**

Details of First Referee

Please tick this box if you do not wish us to contact this referee at this early stage

Name	
Position	
Relationship to applicant	
Address	
Telephone No	
Email	

Details of Second Referee

Please tick this box if you do not wish us to contact this referee at this early stage

Name	
Position	
Relationship to applicant	
Address	
Telephone No	
Email	

7. Protection of Children

We are obliged to ask for the following information in accordance with the Children Act 2004. In relation to the *Safeguarding Children and Safer Recruitment in Education* guidance.

Declaration of Criminal Convictions

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”.

Do you have any conviction, cautions, reprimands, or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?

YES / NO

If YES, please provide details of convictions, bind-overs, and cautions, both “spent” and “unspent”, on a separate sheet and place in a sealed envelope addressed to the Head and enclose it with this form.

Are you included in any list of people barred from working with children imposed by a Regulatory body e.g.: The Department for Education, the Department of Health (DoH) or the General Teaching Council?

YES / NO

If YES, please give details on a separate sheet, including the dates, and place in a sealed envelope addressed to the Headmistress, and enclose it with this form.

PLEASE NOTE:

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure & Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
 - Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
 - Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
 - **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DfE or DoH.**
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8. Disability Discrimination

Amesbury complies with the Equality Act 2010. Please inform the school if you have any requirements to enable you to attend for interview. The successful applicant will be invited to complete a medical questionnaire and, if necessary, undergo a medical examination

9. Further information and declaration

Do you hold a full UK Driving licence?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you require a work permit?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If so, do you have a current permit to work?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you have any links to Amesbury?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

If yes, please give brief details (e.g.: parent, former parent, former pupil etc.):

How did you hear about this vacancy?	<input type="text"/>
National Insurance No.	<input type="text"/>
Teacher (DfE) Number	<input type="text"/>

10. Data Protection Act

Under the Data Protection Act 1998 and the General Data Protection Regulations 2018 (25th May 2018), your consent is required to process the information you have supplied for the purposes of recruitment and selection.

As part of our candidate application and recruitment process Amesbury collects, processes and stores personal information about you. We process this information for a range of purposes relating to the recruitment process and this may include your application form, assessment, pre-employment screening and your employee permissions.

Please see the attached Amesbury Job Applicant Privacy Notice; this document sets out:

- Why we collect your personal information
 - What information is collected
 - How the information is processed within the recruitment process
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11. Declaration

It is vitally important that the information provided in this form is true and that you declare all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. Amesbury reserves the right to check any of the details which you have provided in your application.

- I have read the above and confirm that the information contained in my application is correct and complete.
- I give the employer the right to investigate all references and to secure additional information about me, if job-related.
- I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.
- I understand that the school will need to hold my data and sensitive personal data, and I consent to the processing of such data within the terms permitted by the Data Protection Act.
- I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate:

Date:
