



ST PHILIP'S SCHOOL

APPLICATION FORM

Position applied for:

Date:

1. Personal details	
Surname: Title:	Forenames: DfE ref no: National insurance no:
Address: Post code: Email:	Tel (home): Tel (mobile):

2. Education University / College	From	To	Qualification (including degree class)
Secondary education School(s) / College (s)	From	To	A Levels (including grades)

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3. Current employer				
Employer's name and address	Position	Start date	Current salary	Why do you wish to leave?

4. Employment history					
Employer's name & address (most recent first)	Position held	Start date	End date	Salary on leaving	Reason for leaving

Please continue on a blank sheet if you require more space

5. Additional information

1. Do you suffer from a disability as described by the Disability Discrimination Act? If YES, please provide details.

2. Do you require any special arrangements to be made if you are short-listed for interview?

If YES, please provide details.

3. Do you have any family or any close relationships with employers or employees, including governors at St Philip's School? If YES, please provide details.

4. Have you lived in a country other than the UK for a period of three months or more since the age of 18? If YES, please provide details below (with places and dates)

6. Referees

We require the details of two referees, unrelated, one of whom should be your current or most recent employer, and the Head in the case of a school. The School reserves the right to ask for a reference from any previous employer.

May we contact referees prior to interview? Yes

Name:

Address:

Tel:

Email:

How long have you known this referee and in what capacity?

Name:

Address:

Tel:

Email:

How long have you known this referee and in what capacity?

7. Criminal Convictions – Rehabilitation of Offenders Act 1974	
<p>St Philip's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The School's Safeguarding and Child Protection policy can be downloaded from www.stphilipschool.co.uk or on request from the School's office.</p> <p>All applicants who are offered employment in posts involving access to children (whether teaching or support) will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that you are required to declare any convictions or cautions that you may have, even if they would otherwise be regarded as 'spent' under the Rehabilitation of Offenders Act 1974, and any cautions or bind-overs and any prosecutions pending against you. Failure to disclose this information could result in disciplinary action or dismissal.</p> <p>Any information will be treated in complete confidence.</p> <p>Details of any convictions or cautions should be provided in a sealed envelope addressed to the Head Master, marked CONFIDENTIAL and enclosed with this application.</p>	
7. Declaration and signature	
<p>I agree that any offer of employment by St Philip's School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate).</p> <p>In accordance with the 1998 Data Protection Act, it is agreed that St Philip's School may hold and use personal information about me for personal reasons and to enable the school to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.</p> <p>I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal, or referral to the Teachers Misconduct Team (DfE), DBS or the Police, if appropriate.</p> <p>I have read the notes on Criminal Convictions and agree to an enhanced Disclosure Check of Police Records being made if I am offered the job for which I am applying.</p>	

I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

I confirm by ticking the appropriate box that:

I do not have any criminal convictions or cautions (spent or otherwise).	
I am not on the Children's Barred List or disqualified from working with children.	
I do not share a household with someone who is disqualified from working with children.	
I am not subject to sanctions imposed by a regulatory body, e.g. the National College for Teaching and Leadership (NCTL).	
I am not subject to a Prohibition Order from the Secretary of State.	

Please provide details if you have not ticked one (or more) of the boxes.

Signed:

Date: