



Gatehouse School

APPLICATION FORM

Internal Ref:	
---------------	--

Please complete all sections of this form in **black ink** or **typescript** only.

Post Applied for:	
--------------------------	--

SECTION 1a - PERSONAL DETAILS:

Title:	First Name:	Surname:
Current address:		Maiden/Former Name(s):
		Date of Birth:
		NI Number:
		May we discreetly contact you at work: Y / N Work telephone number:
Home telephone number:	Mobile telephone number:	
Email address:	Teacher No.	RP/

SECTION 2a - PRESENT / MOST RECENT EMPLOYMENT: (please use additional sheet if necessary)

Name & address of current employer:	Position held:
	Date Employment Commenced:
	Salary:
Notice required:	Other allowances:
Please give a brief description of your current duties & responsibilities:	
Reasons for leaving / wishing to leave:	

SECTION 3a - EDUCATION & QUALIFICATIONS:

(please provide details of secondary & tertiary qualifications, including class of degree, university & year awarded)

Qualification	Place of Study	Date of commencement	Date of Completion	Result	Subject Area

SECTION 3b - TRAINING UNDERTAKEN: (please list courses that are relevant to this position)

Training Course	Organising body	Dates

Section 3c - MEMBERSHIP OF PROFESSIONAL BODIES: (if relevant to the role)

Name of organisation/institution	Level of membership	Membership number	Expiry Date

SECTION 3d – COMPUTER/SOFTWARE EXPERIENCE: (please provide details of computer software packages you are competent in i.e. Word, Excel, Powerpoint)

Computer/Software package	Level of competence (i.e. basic, intermediate, advanced)

SECTION 3e - DRIVING LICENCE (for roles involving driving only)

Do you hold a current full driving licence?	
Do you have any endorsements? <i>(please detail)</i>	
What class of vehicle are you licensed to drive?	

SECTION 4 – PERSONAL STATEMENT:

(Please outline briefly the reasons why you feel that you are the right person for this post. If necessary please use an additional sheet.)

SECTION 5a – ADDITIONAL INFORMATION

Please declare any family or close relationship to existing staff (including Governors). If 'yes' who?	Yes / No
-----------------------------------------------------------------------------------------------------------	----------

SECTION 5b – RIGHT TO WORK IN THE UK

Do you require a permit to work in the UK?	Yes / No
If Yes, do you have a current permit to work?	Yes / No

SECTION 5c - REASONABLE ADJUSTMENTS

<p>Would you require any reasonable adjustments to be made if you were to visit Gatehouse School as part of the recruitment process? Yes / No</p> <p>If 'yes', please give brief details of the adjustments that you would require to help us to accommodate your needs:</p>

SECTION 6a - DISCLOSURE OF CRIMINAL BACKGROUND:

<p>Any unspent convictions, cautions and bind-overs must be declared.</p> <p><input type="checkbox"/> I have no unspent convictions, cautions or bind-overs OR</p> <p><input type="checkbox"/> I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'Confidential'. <i>(This envelope will only be opened in the event that you are shortlisted to attend an interview. The fact of such a conviction will not necessarily debar you from employment but will be taken into consideration by the interview panel.)</i></p> <p>Applicants should note that an Enhanced DBS Disclosure check will be obtained for the successful applicant.</p>

SECTION 6b – VETTING & BARRING:

CRB/DBS disclosure number and level of disclosure (standard or enhanced)	Date of issue
<p><input type="checkbox"/> I declare that I am not currently disqualified/barred from working with children and that there are no cases that are currently outstanding regarding my suitability or otherwise to work with or in proximity to children.</p>	

SECTION 7 - REFERENCES:

Completion of this section is **mandatory** in order for Gatehouse School to comply with legislation.

<p>Please give the names and addresses of at least 3 people from whom we may obtain references; one of these should be your current / most recent employer. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends. If you are not currently working with children but have done so in the past, a reference will be sought from the most recent employer for whom you have worked with children or vulnerable adults.</p>	
<p>Name:</p> <p>Address:</p> <p>Telephone Number</p> <p>E-mail Address</p> <p>Occupation / Position in Organisation:</p> <p>Relationship of referee to you:</p> <p>Can we approach this referee prior to interview? Y / N</p>	<p>Name:</p> <p>Address:</p> <p>Telephone Number:</p> <p>E-mail Address:</p> <p>Occupation / Position in Organisation:</p> <p>Relationship of referee to you:</p> <p>Can we approach this referee prior to interview? Y / N</p>
<p>Name:</p> <p>Address:</p> <p>Telephone Number</p> <p>E-mail Address</p> <p>Occupation / Position in Organisation:</p> <p>Relationship of referee to you:</p> <p>Can we approach this referee prior to interview? Y / N</p>	<p>Name:</p> <p>Address:</p> <p>Telephone Number</p> <p>E-mail Address</p> <p>Occupation / Position in Organisation:</p> <p>Relationship of referee to you:</p> <p>Can we approach this referee prior to interview? Y / N</p>
<p>Please tick the following statement to acknowledge your acceptance of this entitlement.</p> <p><input type="checkbox"/> I understand and accept that Gatehouse School is entitled to approach any previous employer and request references. Additionally, I understand that where I have worked for an employer who provides services, care or education for children or vulnerable adults, they will be approached for a reference.</p>	

SECTION 8 - DECLARATIONS & SIGNATURE:

Information from this application may be processed for purposes registered by Gatehouse School under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

- I hereby give my consent to Gatehouse School processing the data supplied in this application form for the purpose of recruitment and selection.
- I declare that the information given in this application is to the best of my knowledge complete, true and correct and that there are no material mis-statements or omissions. I declare that I am in possession of the qualification certificates that I claim to hold.

Signed: Date:

Note: Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed and possible referral to the police.

PLEASE RETURN THIS COMPLETED APPLICATION FORM:

by post to:

The Bursar
Gatehouse School
Sewardstone Road
Victoria Park
London
E2 9JG

or by email to

bursar@gatehouseschool.co.uk