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

Gatehouse School

APPLICATION FORM

*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:  Other allowances: |
| Notice required: |
| Please give a brief description of your current duties & responsibilities: | |
| Reasons for leaving / wishing to leave: | |

SECTION 2b - PREVIOUS EMPLOYMENT: Please provide a full history of your employment, education and training in reverse chronological order since leaving secondary education. You must include start and end dates and reasons for leaving employment and explanations for periods not in employment, education or training. There must be no gaps that are unexplained.

Please continue on a separate sheet if necessary and ensure any employment gaps are accounted for.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer & Nature of business | Position held | From:  To: | Main Duties | Reason for Leaving |
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SECTION 3a - EDUCATION & QUALIFICATIONS:

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

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| --- | --- | --- | --- | --- | --- |
| 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? *(please detail)* |  |
| 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

Would you require any reasonable adjustments to be made if you were to visit Gatehouse School as part of the recruitment process? Yes / No

If ‘yes’, please give brief details of the adjustments that you would require to help us to accommodate your needs:

SECTION 6a - DISCLOSURE OF CRIMINAL BACKGROUND:

|  |
| --- |
| Any unspent convictions, cautions and bind-overs must be declared.  I have no unspent convictions, cautions or bind-overs OR   I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’. *(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.)*  Applicants should note that an Enhanced DBS Disclosure check will be obtained for the successful applicant. |

SECTION 6b – VETTING & BARRING:

|  |  |
| --- | --- |
| CRB/DBS disclosure number and level of disclosure (standard or enhanced) | Date of issue |
|  |  |
|  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. | |

SECTION 7 - REFERENCES:

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

|  |  |
| --- | --- |
| 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. | |
| Name:    Address:        Telephone Number    E-mail Address    Occupation / Position in Organisation:      Relationship of referee to you:    Can we approach this referee prior to interview? Y / N | Name:    Address:        Telephone Number:    E-mail Address:    Occupation / Position in Organisation:      Relationship of referee to you:    Can we approach this referee prior to interview? Y / N |
| Name:    Address:        Telephone Number    E-mail Address    Occupation / Position in Organisation:      Relationship of referee to you:    Can we approach this referee prior to interview? Y / N | Name:    Address:        Telephone Number    E-mail Address    Occupation / Position in Organisation:      Relationship of referee to you:    Can we approach this referee prior to interview? Y / N |
| *Please tick the following statement to acknowledge your acceptance of this entitlement.*   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. | |

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 miss-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. |

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PLEASE RETURN THIS COMPLETED APPLICATION FORM:

*by post to:*

The Headteacher

Gatehouse School

Sewardstone Road

Victoria Park

London

E2 9JG

*or by email to*

# head@gatehouseschool.co.uk