



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? (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).

SECTION 5b – RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Do you have the right to work in the UK?

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 6 - DISCLOSURE AND BARRING AND RECRUITMENT CHECKS:

Gatehouse School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

SECTION 6b – TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?:

Yes No

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.

PLEASE RETURN THIS COMPLETED APPLICATION FORM:

by post to:
Corinne Diable
The Deputy Bursar
Gatehouse School
Sewardstone Road
Victoria Park
London
E2 9JG

or by email to

deputy.bursar@gatehouseschool.co.uk