

Friends' School Saffron Walden



CONFIDENTIAL APPLICATION FORM FOR EMPLOYMENT AT FRIENDS' SCHOOL SAFFRON WALDEN

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Please read the EXPLANATORY NOTE at the end regarding our application and recruitment process for staff.

Please complete all sections as fully as possible unless they are not applicable.

1. POSITION APPLIED FOR

2. PERSONAL DETAILS

Full name:

Former

Surnames: (e.g. maiden name, or where any previous change of name(s))

Date of birth:

Current Address:

E-mail:

Telephone numbers: Home:

Work: Mobile:

National Insurance number:

Do you have Qualified Teacher Status? Yes No

Are you registered with the General Teaching Council? Yes No

Please provide your DfES reference number:

Are you a member or attender at a Quaker Meeting? Yes No

3. HEALTH

Are you in good health?

Yes

No

Please give details of any serious illnesses during the last five years

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Are there any other factors which you would like us to take into account when considering your application, including any special needs? If so, please give details below.

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4. SCHOOLS ATTENDED FROM THE AGE OF 11

School name / address	Dates	
	From	To

5. A LEVEL EXAMINATION RESULTS OR OTHER EXAMS AS APPROPRIATE

Subject	Year of exam	Grade

6. HIGHER EDUCATION

University/College	Dates		Type of course	Subjects	Qualification or class of degree
	From	To			

7. MEMBERSHIP OF ANY RELEVANT PROFESSIONAL ASSOCIATIONS

8. DETAILS OF ANY RELEVANT COURSES ATTENDED IN PAST 3 YEARS

9. CURRENT EMPLOYMENT	
Current employer:	<input type="text"/>
Address:	<input type="text"/>
Telephone number:	<input type="text"/>
Type of establishment: e.g. co-ed, indep, 11-18	<input type="text"/>
Job title:	<input type="text"/>
Date of appointment:	<input type="text"/>
Salary details:	<input type="text"/>
Notice required to be given:	<input type="text"/>
Summary of duties	<input type="text"/>

10. CURRICULUM VITAE
On a separate sheet, please supply a C.V. to include a full history in chronological order since leaving secondary education. Include periods of any post-secondary education/training, and part-time and voluntary work, as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. This is to comply with the DfES guidelines on ‘Safeguarding Children’.

11. PREVIOUS POSITIONS – List in chronological order			
Employer/School	Type e.g. indep, co-ed, 11-18	Start and end dates	Duties

12. OTHER RELEVANT EXPERIENCE

13. SPARE TIME INTERESTS

14. WHAT EXTRA CURRICULAR CONTRIBUTION COULD YOU MAKE?

15. OTHER EMPLOYMENT

If offered this position will you continue to work in any other capacity? If yes then give details:

Yes		No	
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16. WORK PERMITS

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes		No	
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If you are successful in your application, would you require a work permit to work in the UK?

Yes		No	
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17. REFEREES

Please give details of two people who can comment on your suitability for this post. One should be your current or most recent employer. If you are not currently working with children but have done so in the past then one reference should relate to such employment. Please note that references will not be accepted from relatives or from people writing solely in the capacity as friends. The provenance of all references will be checked.

Referee 1 (see below)

Referee 2 (see below)

Name:

Name:

Address:

Address:

Telephone number:

Telephone number:

Position:

Position:

We take up references for all shortlisted applicants before interview unless requested not to do so. **If you do not wish us to contact a referee at this stage then please mark the small box above the name with a cross.**

18. PERSONAL STATEMENT

Please attach a separate letter setting out the reasons why you wish to work at Friends' School and why you think you are suitable for the post being advertised.

19. EXISTING CONTACTS WITHIN THE SCHOOL

Are any members of our staff or Governors close friends or relatives of yours? If so then please give details:

Yes		No	
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20. RECRUITMENT POLICY

It is the School's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training, and not to discriminate against any person because of race, colour, national origin, sexual orientation, belief, marital status, disability or age.

21. SMOKING POLICY

Friends' School is a non-smoking site. Smoking on site is a breach of contract and a disciplinary offence for all employees except for resident staff who may smoke in their own accommodation.

22. APPLICANT'S DECLARATION

I confirm that the information given on this form, and in my C.V. and letter of application, is to the best of my knowledge true and complete.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or on the Protection of Children Act List, and am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate) I have no convictions, cautions, or bind-overs or I have attached details of any convictions, cautions, or bind-overs in a sealed envelope marked confidential.

Signature:

Date:

For Senior School teaching and pastoral posts: This completed form, C.V. and letter of application should be sent to: The Head, Friends' School, Saffron Walden, Essex. CB11 3EB
Details of the post may be obtained from the Head's secretary: Tel: 01799 525351
Fax: 01799 523808 Email: headsec@friends.org.uk Website: www.friends.org.uk

For Junior School posts: This completed form, C.V. and letter of application should be sent to: The Head, Friends' Junior School, Saffron Walden, Essex. CB11 3EB
Details of the post may be obtained from the Junior School secretary: Tel: 01799 527235
Fax: 01799 520681 Email: adminjs@friends.org.uk Website: www.friendsjunior.org.uk

For non teaching : This completed form, C.V. and letter of application should be sent to: The Bursar, Friends' School, Saffron Walden, Essex. CB11 3EB
Details of the post may be obtained from the Bursar's secretary: Tel: 01799 525351
Fax: 01799 523808 Email: bursar@friends.org.uk Website: www.friends.org.uk

EXPLANATORY NOTE regarding our application and recruitment process for staff.

Application Form

- Applications will only be accepted from candidates completing the attached Application Form in full. C.V.s will not be accepted in substitution for completed Application Forms in the absence of good reason.
- The successful applicant will be required to complete a Disclosure from the Criminal Records Bureau at the appropriate level for the post.
- We reserve the right to seek references and may approach previous employers for information to verify particular experience or qualifications before interview (and after appointment if necessary).
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns, and if so the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.
- Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may be appropriate to answer "not applicable" if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- Receipt of satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A check at DfES List 99 and the Protection of Children Act List as appropriate
- A satisfactory CRB Disclosure
- Verification of professional status such as GTC registration, QTS Status (where required), NPQH
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999), where relevant
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

WARNING

Where a candidate is:

- Found to be on DfES List 99 or the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.