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**CONFIDENTIAL APPLICATION OF EMPLOYMENT**

**Section 1 – Personal Details**

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| Surname: | Forename(s): |
| Names previously known by: | |
| Address:  Post Code: | Mobile:  Email Address: |

**Section 2 – Employment Details**

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| Position applied for: |
| If offered this position, will you continue to work in any other capacity? |
| Where did you hear of the vacancy? If referred by employee, employee name is: |
| Do you have relative/friends working at school? If so, who? |
| What is your notice period to your current employer? |
| TRN Number (teaching posts only): |

**Section 3 – General Information**

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| As part of your role you may be asked to drive on occasion a school vehicle. Please answer the following questions  Do you hold a valid Driving Licence for use in the UK? Yes - Currently Provisional    If yes, please list any penalty points:  Driving Licence Number:  Status of Licence: |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013)**

This post is covered by the **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975** because it is a post which involves working directly with children or young people. The recent amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

You should note:

* **If you are shortlisted for the post you have applied for, you will be sent a Self Disclosure Form for completion and return prior to the interview/assessment centre.**
* If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or you have been placed on the DBS barred list.**
* Since17th June 2013, criminal records certificates are only issued directly to the applicant. The school will require that you show them your certificate prior to commencing in post. If you do not produce the certificate within 28 days of receipt and cannot give an explanation for this we reserve the right to withdraw the offer of employment. We will record the Disclosure number and issue date and retain this on your HR/personnel record and on its computerised HRM system in accordance with the Data Protection Act 2018. The School abides by the DBS Code of Practice and Keeping Children Safe in Education, latest edition, which state that a copy of the DBS Disclosure Certificate may only be retained where there is good reason to do so with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Act. By signing this application form you give your consent to this.

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| If appointed, you will be required to give permission for a police check to be made. **Please provide your signature for this** |
| If applying for a teaching or caring position, have you ever received any warnings about your behaviour which may not have been recorded as cautions or convictions?  N/A |
| Please give details of any affiliations or activities linked to The Prevent strategy  N/A |

**Section 4 – Work History**

***Any breaks in work history is to be explained overleaf***

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| **Name & Address of Employer:**  **Telephone:** |
| **Starting Date: / / Leaving Date: / /** |
| **Salary:** |
| **Job Title: Project Manager** |
| **Duties/Responsibilities:**  **Research area:** |
| **Reason for Leaving:** |
|  |
| **Name & Address of Employer:**  **Telephone:** |
| **Starting Date: / / Leaving Date: / /** |
| **Salary:** |
| **Job Title:** |
| **Duties/Responsibilities:**  **Research area:** |
| **Reason for Leaving:**  **End of contract** |
| **Name & Address of Employer:**  **Telephone:** |
| **Starting Date : / / Leaving Date: / /** |
| **Salary:** |
| **Job title:** |
| **Duties/Responsibilities:**  **Research area:** |
| **Reason for Leaving:**  **End of project** |
|  |
| **Name & Address of Employer:**  **Telephone:** |
| **Starting Date: / / Leaving Date: / /** |
| **Salary:** |
| **Job Title:** |
| **Duties/Responsibilities:**  **Research area:** |
| **Reason for Leaving:** |

***Please explain any breaks in work history and any periods of living/working overseas of more than 3 months in the last 5 years***

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| ***Work History Gaps including month/year dates from and to***  ***Living/working overseas – periods of more than 3 months in the last 5 years with name of country, dates from and to*** |

***If required, you may add additional information using A4 white paper and black ink****.*

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| Have you ever worked for the school before? No |
| If yes, please give details including dates:  Please give details of your attitude, skills, knowledge and experience of working with young people with Autism |

**Section 5 – Education**

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| --- | --- | --- | --- |
| School/College/University | From to  mm/yy mm/yy | Qualifications (Subjects and Results) | Date Qualification awarded |
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| Please state any other training you have attended relevant to the position you have applied for: |
| List your current membership of the professional body/institute to which you may belong/subscribe: |

**Section 6 – Supporting Information**

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| Please provide evidence of how your skills, experience and abilities are relevant to your suitability for the post advertised, whether within the working environment or outside of this. Please use the Person Specification to address, as a minimum, how you meet the essential criteria. |

**Section 7 – References**

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| --- | --- |
| Please give the details of three people to whom we may contact for references (one of which should be your last or current employer). If you do not want us to contact them unless we offer you the position, please select and highlight No. | |
| Name: | Name: |
| Position: | Position: |
| Name of Company: | Name of Company: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email Address: | Email Address: |
| In what capacity have you known this person | In what capacity have you known this person? |
| May we contact this person prior to interview? | May we contact this person prior to interview? |
| Name: |  |
| Position: |  |
| Name of Company: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| In what capacity have you known this person? |  |
| May we contact this person prior to interview? |  |

**Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the school. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request”.

**Declaration**

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| It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer’s service if I am employed.  I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.  I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes.    **Applicant’s Signature** ………………………………………............................................... Date / / |
|  |

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:**

**Jenny Rigby, HR & Compliance Manager, Swalcliffe Park School, Swalcliffe, Banbury, Oxfordshire OX15 5EP**

[**jrigby@swalcliffepark.co.uk**](mailto:jrigby@swalcliffepark.co.uk) **JR/HRCM/0521v2**