The purpose of this form is to provide the School with a standardised set of information for all applicants and is a part of our strategy to recruit the best staff. Please complete all parts of this form. If you would like assistance in completing it, please contact the School; we will be pleased to help you.

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| **Post Title:** |  |

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| **Title:** |  | | | |
|  |  | | | |
| **Surname:** |  | | | |
|  |  | | | |
| **First Name(s):** |  | | | |
|  |  |  |  |  |
| **Current address:** |  | | | |
|  |  | | | |
| **Postcode:** |  | | | |
|  |  | | | |
| **Home telephone:** |  | | | |
|  |  | | | |
| **Mobile telephone:** |  | | | |
|  |  | | | |
| **Email:** |  | | | |

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| **Where did you see the position advertised?** |  |

Please complete this application form with as much detail as possible. We will use the information provided to shortlist our candidates based on their suitability for the job as detailed in the enclosed job description.

**PLEASE COMPLETE ALL SECTIONS. PLEASE USE BLACK OR BLUE INK.**

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| **Education and Qualifications** Please list below starting with the most recent | | | |
|  |  | | |
| **Name of School/ College/University** | **Qualification gained** (e.g. O level, GCSE, CSE, HND) | **Subject(s)** | **Grade(s)/Result(s)** |
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| **Training and Professional Qualifications** Please give details of any further training, qualifications or professional memberships you have that you feel may be relevant to your application. | | |
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| **Training/Qualification** | | **Grade/Result** |
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| **Present Employment** Please complete all details of your present/most recent employment | | | | |
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| **Company Name** |  | | | |
| **Line Manager’s Name** |  | | | |
|  |  | | | |
| **Email address** |  | | | |
|  | | | | |
| **Employer’s Address** |  | | | |
|  |  |  |  |  |
| **Postcode** |  | | | |
|  |  | | | |
| **Position held by you** |  | | | |
|  |  | | | |
| **Main Duties and Responsibilities** |  | | | |
|  |  | | | |
| **Present Salary** |  | | | |
|  |  | | | |
| **Date Employed from** |  | | | |
|  | | | | |
| **Date Employed to** |  | | | |
|  | | | | |
| **Reasons for  wishing to leave** |  | | | |

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| application-Staff-header-long**Previous Employers** Please give details of your full employment history, including any breaks in employment and/or voluntary work, starting with the most recent. Please use the continuation space if necessary. | | | | | |
|  |  | | | | |
| **Date from** | **Date to** | **Employer/Company name** | **Position Held/Responsibilities** | **Salary** | **Reason for leaving** |
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| **Supporting Statement**  Please detail below your reasons for wanting this position, and tell us what skills you can bring to the role. In particular please relate any skills and experience that you have gained in paid or unpaid employment, education or leisure interests to the position which you are applying for. Please use the continuation space if necessary. |
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| **Safeguarding of Children and Young People** | |
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| **Explain how you support the commitment to the protection and safeguarding of children and young people.** |  |



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| **References** Please list a minimum of two referees who we can contact now for references. We will also need to contact your present employer for a reference before any offer of employment can be confirmed. In the event that you do not wish your employer to act as reference, please state why. | | | |
|  |  | | |
|  | **Referee 1** (current employer) | **Referee 2** | **Referee 3** |
|  |  |  |  |
| **Name** |  |  |  |
|  |  |  |  |
| **Position** |  |  |  |
|  |  |  |  |
| **Address** |  |  |  |
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| **Telephone** |  |  |  |
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| **Email** |  |  |  |
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| **How do you know  your referee?** |  |  |  |
| **May we contact them prior to interview?** | **YES**  **NO** | **YES**  **NO** | **YES**  **NO** |

|  |  |
| --- | --- |
| **Please tell us any dates or times that you are not available for interview.** |  |

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| **What notice period are you required to give to your current employer?** |  |



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| **In line with our Equal Opportunities policy, and to ensure an unbiased process, please let us know if you have any connection to Truro School, either Senior or Prep, including governors, alumni, friends, other relatives, or as a current parent. Please state their name(s) and the nature of your relationship.** | |
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| **Please outline any reasonable adjustments that could be made to assist you during the selection process. For example, if invited for interview would you need any particular arrangements?** | |
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| **Eligibility to work in the United Kingdom:**  As part of our pre-employment checks, all applicants will be required to prove their eligibility to work in the UK. | |
|  |  |
| **Do you require a work permit to take up employment in the UK?** | **YES**  **NO** |
|  |  |
| **If YES, do you hold a valid UK work permit?** | **YES**  **NO** |
|  |  |
| **If YES, when does this expire?** |  |

**, all applicants will be required to prove their eligibility to work in the UK.**



**Safeguarding Children & Rehabilitation of Offenders Act 1974**

Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for this position will be subject to a DBS Disclosure criminal record check (Enhanced Level).

Rehabilitation of Offenders Act 1974  
Please read the following carefully and complete as appropriate. (If you are employed, failure to provide full details could result in dismissal or disciplinary action).

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013.

If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit **http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf** and/or view the flowchart on our employment webpage.

Copies of the DBS Code of Practice, and our Policy Statements on Recruitment of Ex-Offenders and Criminal Records Checking, are available on request.

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| **Declaration** I can confirm that the information I have provided above is true, accurate and complete. I accept that providing deliberately false information could result in my dismissal or disqualify me from employment. I have read and understood my obligations to declare relevant warnings, reprimands, cautions and/or convictions. | |
|  |  |
| **Signed:** |  |
|  |  |
| **Name:** |  |
|  |  |
| **Date:** |  |

Thank you for completing this form. We will consider all the information you have provided us carefully and will then select applicants that we wish to interview.

If we do invite you to interview, we will require you to bring the following:

1. Documents that confirm your identity as required for the Disclosure and Barring Service (DBS) Disclosure process
2. A document (or documents) that prove your eligibility to work in the UK
3. Original certificates for all qualifications listed on your application form

We may wish to undertake an initial Children’s Barred List check, and will require your date of birth should you be invited to interview.

The information on this form will be kept confidential within the school and in your personnel file. It will only be used by the School’s recruitment and management team for the purposes of selection and will not be shared with any external sources, in accordance with the Data Protection Act 1998.