

## **Application Form (Academic Staff)**

### **Appointment Details**

Appointment for which you are applying?	
---	--

### Commitment to Safeguarding of Children and Young People:

The post for which you are applying gives substantial access to children. The school is committed to safeguarding and promoting the welfare of children and young people and all staff working with children and young people are expected to share a commitment to this.

You will be expected to report any concerns about the safeguarding of children and/or young people in accordance with the agreed school procedures.

Successful applicants will be required, as part of their role, to attend regular safeguarding training relevant to the role.

If your conduct in relation to the safeguarding of children or young people gives cause for concern, the school's agreed child protection procedures will be followed alongside the school's disciplinary procedure.

References will be sought prior to interview and we will ask about your performance and conduct, including any disciplinary action taken and/or allegations/issues relating to children and young people, in order that your suitability to work with children/young people can be assessed.

Employment is conditional upon the results of an enhanced Disclosure and Barring Service (DBS) check (with a barred list check) which will indicate your suitability to work with children.

Applications for teaching roles will involve a check of the National College for Teaching and Leadership's Prohibition List, to ensure they are not subject to a prohibition order issued by the Secretary of State.

#### **Personal Information**

Title	Postal Address:	
Initials		
Surname		
Have you been known by any other names, including Maiden Name?		
Preferred called Name		
Date of Birth		
Marital Status	Email Address	
National Insurance No	Phone (Mobile)	
DfES Reference No	Phone (Home)	

Do you have a driving licence?	Right to work in the UK	Do you own a car?	Are you qualified and willing to drive a school minibus?
Yes/No	Yes/No	Yes/No	Yes/No

## **Education & Qualifications**

Education and Qualifications Obtained								
Please include all public examinations passed, including GCSE, NVQ/GNVQ and 'A' Levels (or equivalents). For degrees, please specify class and division and whether honours or not. For professional teaching qualifications please state the age range/subject(s) you are trained to teach. If Qualified Teaching Status was gained overseas, please indicate whether this qualification is recognised in the UK. (Your employer will verify this with the NCTL, as part of their commitment to safer recruitment practices. A non-UK employee may be required to provide a letter of good conduct from their originating Police authority). <b>Please use additional sheet if required</b>								
Name, type and location		Date	Dates		ation	. Main		
of institute	Fro	m	То		Quanne	ation Subjects		Grade/Class
Other /	Awards	, Trai	ning ar	nd C	ourses a	attend	ed in the last 4	years
(Starting with the most re include details of any child	ecent fir	st, ple	ease in	clud	e eviden	ce of c		
			Dat	tes				
College, Education Centre Institution	or	Fr	om	Award/Course Title and Qua		nd Qualification		

# Chronological Record of Employment (please start with your current employment)

Employer		
Employed from (date)	To (date)	
Contact Name (for reference)		
Employer Address		
Email Address	Phone	
Job Title	Salary	
Notice Period if applicable		
Reason for Leaving		
Main Duties/Responsibilities		

Employer		
Employed from (date)	To (date)	
Contact Name (for reference)	-	
Employer Address		
Email Address	Phone	
Job Title	Salary	
Notice Period if applicable		
Reason for Leaving		
Main Duties/Responsibilities		

# Chronological Record of Employment

Employer		
Employed from (date)	To (date)	
Contact Name (for reference)		
Employer Address		
Email Address	Phone	
Job Title	Salary	
Notice Period if applicable		
Reason for Leaving		
Main Duties/Responsibilities		

Employer		
Employed from (date)	To (date)	
Contact Name (for reference)		
Employer Address		
Email Address	Phone	
Job Title	Salary	
Notice Period if applicable		
Reason for Leaving		
Main Duties/Responsibilities		

# Chronological Record of Employment

To (date)	
Phone	
Salary	
	Phone

To (date)	
-	
Phone	
Salary	
	Phone

### **Equal Opportunities Policy**

Forres Sandle Manor is an Equal Opportunities Employer. All decisions on recruitment are based solely on the merits and abilities of each applicant, regardless of sex, marital status, religion, colour, ethnic origin, race or disability.

#### References

Please provide the names, addresses, telephone numbers and email addresses of **at least two** referees. One referee should be your current employer and neither of them should be related to you.

By completing this section, you are agreeing to the school contacting your referees (unless otherwise requested) and later verifying this information by telephone

Referee 1 (Current employer)	
Referee 2	
Referee 3 (optional)	

#### Letter of application

Please use the space below to outline why you believe you have the relevant qualities and experience for this role:

### Declaration

By signing below, you are confirming that:

- All information you have supplied on this application is correct to the best of your knowledge
- You are not on the Children's Barred List (Information held under Section 42 of the Education Act 2002)
- You are not disqualified by a court from working with children
- You are not subject to any sanctions imposed by a regulatory body
- You are aware that the post requires a Disclosure and Barring Services (DBS) Disclosure (enhanced disclosure for teaching/care staff)

Signature:	Date:

Thank you for taking the time to complete this application.

Please email this form to: office@fsmschool.com