



Spring Grove School

Spring Grove School is an equal opportunities employer. The sole criterion for selection of applicants will be suitability for the job position, regardless of gender, sexual orientation, age, background, culture, race, ethnic denomination, national origin, religious affiliation, marital status or disability.

Any job offers will be subject to satisfactory references and necessary employment checks.

APPLICATION FORM

POST APPLIED FOR :

DOCUMENTATION

Please enclose copies of the following documentation, to show that you are allowed to work in the UK, with the completed application form. Original documentation must be submitted should you be called for an interview.

A copy of your passport or birth certificate.

A copy of a recent P60/P45/Wage slip or document showing your National Insurance No.

Please complete all questions and include a CV. We will be unable to consider you for an interview unless you give all relevant information on this Application Form.

Please advise if you require any special arrangements to be made for interview within the application.

PERSONAL DETAILS

Surname :

Title :

Previous Surname :

First Name(s) :

Nationality :

Address :

Post Code:

Telephone number : (Daytime)

(Evening)

(Mobile)

Email address :

National Insurance Number :

Do you hold a full current UK Driving Licence?

Yes/No

Are you a Car Owner? Or have the use of a car

Yes/No

EDUCATION

Secondary Education :

Schools attended

Qualifications and Grades

EDUCATION

Further or Higher Education :
(If applicable)

College/University

Qualifications and Grades with dates

TRAINING

Training Courses, Professional Qualifications, Seminars and Current Studies etc

Subject

Course content

Qualifications with dates

MEMBERSHIP OF PROFESSIONAL OR TECHNICAL ASSOCIATION *(with dates)*

OTHER SKILLS AND INTERESTS

EMPLOYMENT HISTORY

Please give details of your employment history, commencing with your present or most recent employer

Please explain any gaps in your job history.

Employer's name :

Start Date :

Position :

Salary :

Main responsibilities :

Please state how much notice is required by present employer :

Employer's name :

Start Date :

Position :

Finish Date :

Main responsibilities :

Reason for leaving :

Employer's name :

Start Date :

Position :

Finish Date :

Main responsibilities :

Reason for leaving :

Employer's name :

Start Date :

Position :

Finish Date :

Main responsibilities :

Reason for leaving :

Employer's name :

Start Date :

Position :

Finish Date :

Main responsibilities :

Reason for leaving :

(Please continue on a separate sheet, if required)

Please give details of previous experience and any other relevant information which demonstrate your suitability for the post, including reasons for your application. *(Continue on a separate sheet if necessary):*

REFERENCES

Please give the names of two referees to whom you are not related, the first being your present or most recent employer. In certain circumstances a reference may be requested from any of your previous employers.

Name :

Name :

Occupation :

Occupation:

Address :

Address :

Post Code :

Post Code :

Telephone No :

Telephone No :

Email Address:

Email Address:

May we contact before interview? **Yes/No**

May we contact before interview? **Yes/No**

CRIMINAL RECORD

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The school applies to an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the school which amount to regulated activity. It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the school. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent' under the Act) must be declared, subject to the DBS filtering rules (see <https://www.gov.uk/government/collections/dbs-filtering-guidance>) for further details on this.

If you have a criminal record, this will not automatically debar you from employment.

* Have you ever been convicted of a criminal offence? **Yes/No**

* Is there any relevant court action pending against you? **Yes/No**

*Have you ever received a caution, reprimand or final warning from the Police? **Yes/No**

If answering 'yes' to any of the above, please provide details on the Disclosure of Criminal Convictions form enclosed and send this in a sealed envelope marked 'Confidential' with your application addressed for the attention of the Assistant Bursar.

DECLARATION

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment), summary dismissal and may amount to a criminal offence.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signed : Date :

Please return the completed application form to :

Mrs Angela Peirson, Assistant Bursar, Spring Grove School, Harville Road, Wye, Ashford, Kent, TN25 5EZ

Tel : 01233 812337 Email : apecirson@springgroveschool.co.uk

Data Protection Act 1998 - The information or data which you have supplied may be processed and held on the School's computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to the processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data. If your application is not successful the information contained in this form will be disposed of in accordance with the School's policy.