



## 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, religion or belief, gender reassignment, marital and civil partnership status, disability, or pregnancy and maternity. 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. We will be unable to consider you for an interview unless you give all relevant information on this Application Form.

Only in exceptional circumstances will feedback be provided for unsuccessful applicants.

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 provide details of two individuals whom we can contact to obtain a reference. The first should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children.

In certain circumstances a reference may be requested from any of your previous employers.

**Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

Name :

Name :

Occupation :

Occupation:

In what capacity known:

In what capacity known:

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) plus allegations and prosecutions pending 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**

\*Has any Social Service Department or Police Service ever conducted an enquiry or investigation about any allegations or concerns that you may pose an actual or potential risk to children or young people? **Yes/No**

If answering 'yes' to any of the above, please submit information with your application in confidence enclosing details in a separate sealed envelope marked 'Confidential' which will be seen and then destroyed by the Headmaster or the Bursar.

## HEALTH

Please note that the successful applicant will be required to complete a Health Questionnaire and make a declaration that he/she knows of no reason, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

## 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.

I have nothing to declare  
(Please delete as appropriate)

I enclose a confidential statement

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 : [apeirson@springgroveschool.co.uk](mailto:apeirson@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.**