



Before completing this application form, please ensure that you have read both our Safer Recruitment and Safeguarding policies, as well as our Staff Privacy Notice, all of which can be accessed via the School's website (Information, Working at St Helen's).

Position applied for _____

Personal information

Title _____

Current surname _____

Forenames _____

(Please indicate known name)

Former surnames used (including birth name)

Surname _____

Date used from *(month and year)* _____

Date used to *(month and year)* _____

Surname _____

Date used from *(month and year)* _____

Date used to *(month and year)* _____

Date of birth _____

National insurance number _____

Contact details

Telephone _____

Home _____

Work _____

Mobile _____

Email _____

Current address _____

Postcode _____

Date moved to current address

(month and year) _____

Previous address history

(If resident at current address for less than five years, please provide all addresses during this period, stating clearly the dates from and to. Please continue on a separate sheet if necessary).

Previous address _____

Postcode _____

From *(month and year)* _____

To *(month and year)* _____

Previous address _____

Postcode _____

From *(month and year)* _____

To *(month and year)* _____

Are you eligible for employment in the UK?

Yes No

If no, please provide further details



Complete education, qualification and training history

Please list in chronological order (most recent first), details of **all** education (including secondary education), qualifications attained (including academic, vocational and professional) and training.

Education provider, eg university name, school name	Dates attended		Qualification attained <i>(subject, grade)</i>	Date of award <i>(month and year)</i>
	From <i>(month and year)</i>	To <i>(month and year)</i>		

Please give details of any training you have undertaken which is relevant to this post.

Training provider	Dates attended		Training course title	Date of completion <i>(month and year)</i>
	From <i>(month and year)</i>	To <i>(month and year)</i>		



Complete employment history

Please list in chronological order (most recent first), details of **all** employment including any voluntary work. Please provide explanations for any periods where not in employment (cross reference with the previous education history where necessary).

Employer name	Job title or responsibility	Dates of employment		Reason for leaving
		From <i>(month and year)</i>	To <i>(month and year)</i>	

What is your current notice period?

Please state your current full-time (or equivalent) salary including point on scale and any allowances, if relevant.



Personal statement

Please provide a statement of your personal qualities and experience that you believe are relevant to your suitability for this post and how you feel you meet the person specification.



For teaching posts only

Do you hold Qualified Teacher Status (QTS)? Yes No

Please state your registered teacher reference number (if applicable)

Existing contacts within school

Please indicate whether you have any contacts within the School

Referees

At least one reference should be your present or most recent employer (including the head teacher if working in a school). Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in working with children. References will not be accepted from relatives or referees writing solely in the capacity of friend. We would like to seek references **before** interview. However, if you have a strong objection to this, please inform us.

Referee 1 Name and job title

Capacity in which you are known to this referee

Address of referee

Telephone no

Email address

Referee 2 Name and job title

Capacity in which you are known to this referee

Address of referee

Telephone no

Email address



Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the School's Staff Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager and the Headmistress or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) 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 at the Disclosure and Barring Service website www.gov.uk/dbs. All other spent convictions and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Select as appropriate: I have nothing to declare
 I enclose a confidential statement

I declare that the information I have given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature:

Date:

This form should be printed and signed before submitting with an accompanying letter.

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital or civil partnership status, or pregnancy or maternity.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment will be subject to relevant checks, including an enhanced DBS check and satisfactory references.

The School of St Helen and St Katharine Trust
Registered in England at Faringdon Road, Abingdon, OX14 1BE
Company number: 1710695 Registered charity number: 286892

01235 520173 recruitment@shsk.org.uk www.shsk.org.uk



Equal Opportunities Monitoring Form

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.

St Helen and St Katharine recognises and is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity amongst our workforce. These objectives comply with the requirements of the Equality Act 2010.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

The School will process personal data in accordance with its data protection policy and Privacy Notices.

Please complete the form as you feel is most appropriate to you.

Thank you for your assistance.

Job applied for _____

Date of application _____

Where did you hear about the job for which you have applied?

Is your age between?

16-24 25-34 35-44

45-54 55-64 65+

What is your gender? _____

How would you describe your sexual orientation?

The Equality Act defines a disability as a "physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities". Do you consider yourself to have a disability as defined under the Equality Act?

Yes No

If yes, please give brief details of your condition:

How would you describe your nationality and/or ethnicity?

White British – English, Scottish or Welsh
Irish
Any other white background*

Black or Black British Caribbean
African
Any other Black background*

Chinese/other ethnic group Chinese
Any other ethnic background*

Mixed race White and Black Caribbean
White and Black African
White and Asian
Any other mixed background*

Asian or Asian British Indian
Pakistani
Bangladeshi
Any other Asian background*

*Please specify _____

How would you describe your religion?

My religion is _____

I am not religious Prefer not to say



Continuation pages

Please use this sheet to add any additional information if required, indicating which section of the form you are continuing.



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