



**TRURO  
SCHOOL**

# TRURO SCHOOL

## APPLICATION FORM

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 to the School. Please complete all parts of this form, and return your form, **with a covering letter, adding any further information demonstrating how you believe you meet the requirements of this position.** If you would like assistance in completing this form, please contact the School. We will be pleased to help you.

<b>Full Name:</b>	<b>Driving Licence:</b> Yes / No
<b>Previous name(s)</b> (if appropriate)	
<b>Current address:</b>	<b>Period of occupancy at this address.</b>
	From                      To (Month/Year)              (Month/Year)
<b>Telephone:</b>	<b>Mobile:</b>
<b>Email:</b>	

**Position Applied for:**

**Teacher number:**

**Secondary School(s) attended**

From	To	Name and address of School
(Month/Year)	(Month/Year)	

**Qualifications achieved** (including levels, grades and dates)

  

**Further, Higher or Tertiary Education**

From	To	Name and address of University/College
(Month/Year)	(Month/Year)	

**Qualification(s) achieved:**

  

**ICT Qualification(s):**

(We will require you to bring certificates of all the qualifications listed to interview, or in the event that you have mislaid any certificates will ask your permission to contact the awarding body for confirmation)

**For Office Use only:**

Received:  
Short-list:  
Refs Requested:  
Interview:

<b>Occupation since leaving full-time education (School, University or College).</b>			
Please account for the entire time including any periods between jobs. Please start with your current occupation and work backwards.			
<b>Current Position</b>			
From (Month/Year)	To (Month/Year)	Job Title	Address of employer
Present Salary: £			
Reason for leaving:			
From (Month/Year)	To (Month/Year)	Job Title	Address of employer
Reason for leaving:			
From (Month/Year)	To (Month/Year)	Job Title	Address of employer
Reason for leaving:			
From (Month/Year)	To (Month/Year)	Job Title	Address of employer
Reason for leaving:			
From (Month/Year)	To (Month/Year)	Job Title	Address of employer
Reason for leaving:			
From (Month/Year)	To (Month/Year)	Job Title	Address of employer
Reason for leaving:			

*Please continue on a separate sheet if necessary*

**Availability**

Date available to start employment (or notice period):

**Extra-curricular contributions and personal interests:**

(Tell us how you feel that your interests, skills or hobbies could make a contribution to the extra-curricular activities of Truro School)

**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 CRB Disclosure criminal record check (Enhanced Level).

The position you are applying for is exempt from the Rehabilitation of Offenders Act 1974, and therefore you **must** declare to us **all** convictions, cautions and bind-overs you have had (including those regarded as 'spent').

Have you ever had any criminal convictions, cautions or bind-overs? YES  NO

Have you ever been disqualified from working with children, been placed on the List 99, been prohibited or restricted from working with children by the Secretary for State for Education and Skills, or been subject to sanctions imposed by a regulatory body (e.g. the GTC)?

YES  NO

(Copies of the CRB Code of Practice, and our Policy Statements on Recruitment of Ex Offenders and Criminal Records Checking, are available on request)

**If YES to either, please give details in a separate sealed envelope marked 'confidential'. Please note that a criminal record will not necessarily be a bar to obtaining this position.**

**ARRANGEMENTS FOR INTERVIEW**

If invited for interview, please advise us of any adjustments you may require:

Please tell us any dates or times that you are not available for interview:

**MEDICAL INFORMATION**

Have you suffered, or do you currently suffer, from any illness or disability which may affect your ability to carry out the role as currently described in the job description / person specification?	Yes / No
If yes, please outline any reasonable adjustments that could be made to assist you in this role	
Please state how many days you have been absent due to sickness in each of the last three years (most recent first)	Yr 1 :  Yr 2 :  Yr 3 :

**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?

**If you have any connection to any current members of staff of Truro School or Truro Prep, including Governors, please state their name(s) and the nature of your relationship.**

**References**

Please list a minimum of two referees. One **must** be your existing employer. In the event that you do not wish your employer to act as reference, please state why

	<b>Referee 1</b> (current employer)	<b>Referee 2</b>	<b>Referee 3</b>
<b>Name</b>			
<b>Position</b>			
<b>Address</b>			
<b>Telephone</b>			
<b>Email</b>			
<b>Fax</b>			
<b>How do you know your referee</b>			

May we contact them prior to interview? ( YES ) ( NO )

**Declaration**

**All the information I have provided above is true, accurate and complete. I can confirm that the information I have provided on this form is correct. I accept that providing deliberately false information could result in my dismissal or disqualify me from employment.**

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 ask to interview you, we will require you to bring the following:

1. Documents that confirm your identity as required for the Criminal Records Bureau (CRB) Disclosure process (**as defined in 'An Applicant's Guide to Completing the CRB Application Form'**)
2. A document (or documents) that prove your eligibility to work in the UK (**as defined by The Home Office - 'List A' or 'List B'**)
3. Original certificates for all qualifications listed on your application form

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.