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. 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.

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| **Position applied for:** |  |

|  |  |
| --- | --- |
| **Title:** |  |
| **Surname:** |  |
|  |  |
| **First name(s):** |  |
|  |  |
| **Current address:** |  |
|  |  |
| **Home telephone:** |  |
|  |  |
| **Email:** |  |
|  |  |
| **Mobile telephone:** |  |
|  |  |
| **Driving Licence:** | **YES**  **NO** |
|  |  |
| **Teacher number:** |  |
| **Where did you see this post advertised?** |  |

|  |  |  |  |  |
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| **Secondary School(s) attended** | | | | |
|  |  | | | |
| **Name/Address  of School:** |  | | | |
| **From:** (month/year) |  | **To:** (month/year) |  |
|  |  | | | |
| **Qualifications achieved:** (including levels, grades & dates) |  | | | |

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| **Further, Higher or Tertiary Education** | | | | |
|  |  | | | |
| **Name/Address of University/College(s):** |  | | | |
| **From:** (month/year) |  | **To:** (month/year) |  |
|  |  | | | |
| **Qualification(s)** (including levels, grades & dates) |  | | | |

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| **Further, Higher or Tertiary Education** | | | | |
|  |  | | | |
| **Name/Address of University/College(s):** |  | | | |
| **From:** (month/year) |  | **To:** (month/year) |  |
|  |  | | | |
| **Qualification(s)** (including levels, grades & dates) |  | | | |

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| **Further, Higher or Tertiary Education** | | | | |
|  |  | | | |
| **Name/Address of University/College(s):** |  | | | |
| **From:** (month/year) |  | **To:** (month/year) |  |
|  |  | | | |
| **Qualification(s)** (including levels, grades & dates) |  | | | |

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| **Further, Higher or Tertiary Education** | | | | |
|  |  | | | |
| **Name/Address of University/College(s):** |  | | | |
| **From:** (month/year) |  | **To:** (month/year) |  |
|  |  | | | |
| **Qualification(s)** (including levels, grades & dates) |  | | | |

**Occupation since leaving full-time education (School, University or College).**

Please account for the entire time including any periods between jobs. Please start with your current occupation and work backwards.

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| **Current Position** | | | | |
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| **Job Title** |  | | | |
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| **Address of employer** |  | | | |
|  | **From:** (month/year) |  | **To:** (month/year) |  |
|  |  | | | |
| **Present Salary: £** |  | | | |
|  |  | | | |
| **Reason for leaving:** |  | | | |

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| **Job Title** |  | | | |
|  |  | | | |
| **Address of employer** |  | | | |
| **From:** (month/year) |  | **To:** (month/year) |  |
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| **Reason for leaving:** |  | | | |

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| **Job Title** |  | | | |
|  |  | | | |
| **Address of employer** |  | | | |
| **From:** (month/year) |  | **To:** (month/year) |  |
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| **Reason for leaving:** |  | | | |

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| **Job Title** |  | | | |
|  |  | | | |
| **Address of employer** |  | | | |
| **From:** (month/year) |  | **To:** (month/year) |  |
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| **Reason for leaving:** |  | | | |

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| --- | --- | --- | --- | --- |
| **Job Title** |  | | | |
|  |  | | | |
| **Address of employer** |  | | | |
|  | **From:** (month/year) |  | **To:** (month/year) |  |
|  |  | | | |
| **Reason for leaving:** |  | | | |

Please continue on a separate sheet if necessary

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| **Safeguarding of Children and Young People** | |
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| **Explain how you support the commitment to the protection and safeguarding of children and young people.** |  |

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| **Extra-curricular contributions and personal interests** | |
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| **Tell us how you feel that your interests, skills or hobbies could make a contribution to the extra-curricular activities of Truro School** |  |

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| **Availability** | |
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| **Date available to start employment** (or notice period): |  |

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

|  |
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| 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. Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)  **YES**  **NO** |
|
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| Have you ever been disqualified from working with children, been placed on the Children’s Barred List, 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 (eg, the GTC)?    **YES**  **NO**  (Copies of the DBS Code of Practice, and our Policy Statements on Recruitment of Ex Offenders and Criminal Records Checking, are available on request) |
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| Have you been involved with any statutory agencies (ie, HMRC, Social Services, Inland Revenue) in respect of an investigation?  **YES**  **NO** |
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|

**If YES to any of the above statements, 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.

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| **Arrangements for Interview** | |
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| Please outline any reasonable adjustments that could be made to assist you during the selection process. For example, if invited for interview would you need any particular arrangements? | |

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

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| **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. | |
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| **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. | | | |
|  |  | | |
|  | **Referee 1** (current employer) | **Referee 2** | **Referee 3** |
|  |  |  |  |
| **Name** |  |  |  |
|  |  |  |  |
| **Position** |  |  |  |
|  |  |  |  |
| **Address** |  |  |  |
|  |  |  |  |
| **Telephone** |  |  |  |
|  |  |  |  |
| **Email** |  |  |  |
|  |  |  |  |
| **Fax** |  |  |  |
|  |  |  |  |
| **How do you know  your referee** |  |  |  |

|  |  |
| --- | --- |
| **May we contact them prior to interview?** | **YES**  **NO** |

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| **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 Disclosure and Barring Service (DBS) Disclosure process
2. A document (or documents) that prove your eligibility to work in the UK
3. Original certificates for all qualifications listed on your application form

We may wish to undertake an initial Children’s Barred List check, and will require your date of birth should you be invited to interview.

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.