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?** |  |

Please complete this application form with as much detail as possible. We will use the information provided to shortlist our candidates based on their suitability for the job as detailed in the enclosed job description.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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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| **Other Training and Professional Qualifications** Please give details of any further training, qualifications or other professional memberships you have that you feel may be relevant to your application. | | | | |
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| **Training/Qualification** | | | | **Grade/Result** |
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**Employment history 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 role and work backwards.

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| **Current Position** | | | | |
|  |  | | | |
| **Job Title** |  | | | |
|  |  | | | |
| **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) |  |
|  |  | | | |
| **Reason for leaving:** |  | | | |

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

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| --- | --- | --- | --- | --- |
| **Job Title** |  | | | |
|  |  | | | |
| **Address of employer** |  | | | |
| **From:** (month/year) |  | **To:** (month/year) |  |
|  |  | | | |
| **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.** |  |
| **What do you understand by the term Fundamental British Values, and how would you ensure they are applied in your day to day work?** |  |

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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 contribute to the extra-curricular activities of Truro School.** |  |

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| **References** Please list a minimum of two referees who we can contact now for references. 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?** |  |  |  |

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

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| **Please tell us any dates or times that you are not available for interview.** |  |
| **What notice period are you required to give to your current employer?** |  |

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| In line with our Equal Opportunities policy, and to ensure an unbiased process, please let us know if you have any connection to any current members of staff to Truro School, either Senior or Prep, including governors, alumni, friends, other relatives or as a current parent. Please state their name(s) and the nature of your relationship. | |
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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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| **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?** |  |

**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).

Rehabilitation of Offenders Act 1974

Please read the following carefully and complete as appropriate. (If you are employed, failure to provide full details could result in dismissal or disciplinary action).

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013.

If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit **http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf** and/or view the flowchart on our employment webpage.

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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| --- | --- |
| **Declaration**  I can confirm that the information I have provided above is true, accurate and complete. I accept that providing deliberately false information could result in my dismissal or disqualify me from employment. I have read and understood my obligations to declare relevant warnings, reprimands, cautions and/or convictions. | |
|  |  |
| **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.