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**Application for Employment**

**Position Applied For:**

Please state where you heard about this vacancy ………………………………………………….

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| TITLE: | SURNAME:  PREVIOUS SURNAME(S) : | | | | FORENAMES: (please underline name by which  you like to be known) | | | | |
| DATE OF BIRTH: | The School asks for the date of birth of all applicants (and proof of this) in accordance with the DCSF's guidance in ***Safeguarding Children and Safer Recruitment in Education***.  Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate against applicants on the grounds of age. | | | | | | | | |
| ADDRESS - TERM TIME (if living at any other addresses in the last 5 years give details on a separate sheet) | | | | | | | | | |
| ADDRESS – Holidays if different to term time | | | | | | | | | |
| HOME TELEPHONE NUMBER:  MOBILE TELEPHONE NUMBER:  WORK TELEPHONE NUMBER: | | | | | E -MAIL ADDRESS | | | | |
| National Insurance Number: | | Current Salary | | | | | Point on Pay Scale | | |
| DfES Number | |  | | | | |  | | |
| Have you ever been dismissed or forced to resign from any previous employment? (If yes give details) | | YES/NO | | | | |  | | |
| Have you ever been involved in a disciplinary procedure relating to children? (if yes please give full details including the outcome of the procedure) | | YES/NO | | | | |  | | |
| If appointed, when could you commence employment at Orley Farm School? | | | | | | | |  | | |
| Do you have any relationship to an employee or Governor of Orley Farm School or are you a parent of a pupil at the school? (If yes give details) | | | | | | | | YES/NO | | |
|  | | | | | | | |  | | |
| **Education** | | | | | | | | | | |
| A Secondary School(s) attended | | | Qualification gained  (give subject and grade) | | | | | From | To | |
|  | | |  | | | | |  |  | |
| B University attended | | | FT/PT | Degree  Gained | | Class/  Division | | Main Subject | Dates | |
|  | | |  |  | |  | |  |  | |
| Professional training including establishment attended and qualification e.g. PGCE | | | Qualification | | | | | From | To | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Current & Previous Employment**  Please enter in chronological order, starting with your current employment first – please photocopy page if required.  Part time employment should be clearly indicated as such:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Dates | Post | School / College | Boys /  Girls /  Mixed | Age Range  Taught | Independent / Maintained | Reason for  Leaving | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   **Non-teaching employment**   |  |  |  |  | | --- | --- | --- | --- | | Employer (Name and Full Address inc postcode) | Dates | Post | Reason for leaving | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

**Particulars of short in-service training courses including safeguarding, first aid, professional development etc. you have attended in the last three years**

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| --- | --- | --- | --- |
| Date | Course Attended | Length of Course | Course Provider |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| State any extra- curricular activities and pastoral work you may have, including any sport coaching qualification | | | |
| Have you any other special qualifications or interests that may be of relevance to this application? | | | |

**Referees**

Please give names and addresses of two persons from whom confidential references may be obtained. These should include the Head Teacher of your current teaching post or, if a newly-qualified teacher, your College Principal/Tutor. Please be advised that former employers may also be contacted as part of your application. It is Orley Farm School policy to contact referees upon shortlisting – please indicate in the relevant box below that you agree to references being obtained prior to interview. Please note that referees will only be contacted if you are shortlisted.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Please tick to confirm that you are aware that referee will be contacted prior to interview | Address (including post code, email address and telephone number) | Position |
| 1. |  |  |  |
| 2. |  |  |  |

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| **Skills, Experience and Knowledge**  Please state the reasons why you wish to apply for the position and give details of any experience, skills, or training that you think is relevant, together with any other information in support of your application. |
| **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.  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.  By signing the application form you consent to the processing of sensitive personal data. |
| **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 Head or the Bursar [as appropriate].  If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] 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](http://www.gov.uk/dbs) |

**Have you ever been convicted of a criminal offence which is not protected? YES /NO**

If you have answered yes, supply details of all convictions in a sealed envelope marked “confidential” and attach to this form. If your application is successful this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

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| **Declaration**  I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. |
| **Signature:                                                                                Date:** |

Please return your completed application form to Charlene Drummond, HR Department, [hr@orleyfarm.harrow.sch.uk](mailto:hr@orleyfarm.harrow.sch.uk)

Charlene Drummond

HR Department

Orley Farm School

South Hill Avenue

Harrow

Middlesex

HA1 3NU