

**PROFESSIONAL AND ADMINISTRATION ROLES - APPLICATION FORM  
STRICTLY CONFIDENTIAL**

Before signing the form please ensure that all sections have been completed.   
Applicants should attach a separate letter in support of their application. Please note CV’s alone will not be accepted.

|  |  |
| --- | --- |
| Position applied for: |  |
| How did you hear about this vacancy? |  |

|  |  |  |
| --- | --- | --- |
| TITLE (Mr, Mrs, Ms, Miss, Dr): | | FIRST NAME: |
| SURNAME: | | ANY PREVIOUS FORENAME(S) OR SURNAME(S): |
| CURRENT ADDRESS: | | DATE OF BIRTH: |
| NATIONAL INSURANCE NUMBER: |
| TEL (Home):  TEL (Work):  TEL (Mobile):  EMAIL:  SKYPE ADDRESS:  *The School will communicate with you using the email address you have provided* |
| RIGHT TO WORK IN THE UK STATUS [e.g. British National/ EU Settled Status] |  |

**EMPLOYMENT** (Current or most recent employer)

|  |  |  |  |
| --- | --- | --- | --- |
| CURRENT EMPLOYER: |  | | |
| ADDRESS & CONTACT NUMBER: |  | | |
| JOB TITLE: |  | SALARY: |  |
| START DATE: |  | FINISH DATE (if applicable): |  |
| NOTICE PERIOD: |  | REASON FOR LEAVING: |  |
| BRIEF DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES: | | | |

**EMPLOYMENT HISTORY**

Please give **full** details of employment history starting with the most recent. **Please explain any gaps in your employment and include dates.** If there are any periods of time that are not accounted for on this form then they must also be listed in this section:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES  FROM & TO  Month & Year | NAME & ADDRESS OF EMPLOYER | JOB TITLE & DUTIES | SALARY | REASON FOR LEAVING |
|  |  |  |  |  |

**POST-11 EDUCATION AND TRAINING**

Please give information about education received in the UK or abroad in chronological order starting from the most recent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATES  FROM AND TO  Month & Year | Full OR Part time | SCHOOL/COLLEGE | QUALIFICATIONS/GRADES GAINED  (please state awarding body if known) | DATE ACHIEVED |
|  |  |  |  |  |

**FURTHER TRAINING / COURSES**

|  |  |  |
| --- | --- | --- |
| DATES  FROM & TO  Month & Year | SUBJECT | |
|  |  | |
| MEMBERSHIP OF PROFESSIONAL BODIES  including level of membership and date obtained: | |  |

Please describe any personal qualities or experience that you feel are relevant to the job, including how you feel you meet the job specification.If necessary please continue on an additional sheet:

Details of other employment and unpaid experience after the age of 16, in chronological order, most recent first (for example family duties, voluntary work etc.) which you wish to be taken into consideration for this role:

Have you lived outside of the UK for 3 months or more within the last 10 years? If Yes, please state which country and the dates you were there:

Should you be offered a position, when would you be able to start?

**INTERESTS AND HOBBIES**

|  |  |
| --- | --- |
| What interests do you have? |  |
| Do you belong to any voluntary organisations? Please give details: |  |

**DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS**

Taunton School is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

**EXEMPTION FROM REHABILITATION OF OFFENDERS ACT 1974**

|  |  |
| --- | --- |
| Taunton School is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments. You are not entitled to withhold information about convictions which would otherwise be considered as ‘spent’. | |
| Have you ever been convicted by a court for a criminal offence? | YES/NO |
| If yes, please provide details including dates and court of conviction |  |
| Are you subject to any current or outstanding disciplinary procedures or legal action? | YES/NO |

**DISCLOSURE & BARRING SERVICE**

In the event of a successful application an Enhanced Disclosure will be sought from the Disclosure & Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry might be made:

Signature ……………………………………………………………………………………………..

**BARRED LIST**

I am not listed on the Barred List, disqualified from working with children or subject to any sanctions imposed by a regulatory body.

Signature ……………………………………………………………………………………………………

**FOR ROLES INVOLVING EARLY YEARS AND LATER YEARS CHILDCARE ONLY [CHILDREN AGED 0-8]**

As stated in the Disqualification under the Childcare Act 2006, I can confirm that I have not been disqualified from working with children including:

* Being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
* Any offence involving death or injury to a child;
* Being the subject of an order, direction or similar in respect of childcare, including orders in respect of any children of my own;
* Refusal or cancellation of registration relating to childcare or children’s homes or being prohibited from private fostering, including orders made in respect of any children of my own.

Signature ……………………………………………………………………………………………………

**MISCELLANEOUS**

|  |  |
| --- | --- |
| Do you hold a UK driving licence? | Yes/No |
| What categories does your driving licence cover: |  |
| Do you have any endorsements? | Yes/No If so, please give details: |
| **Please answer the 2 questions below for Driving jobs only:** | |
| Driving Licence No: |  |
| Registered Address for Driving Licence if not your current address: |  |

**DECLARATION**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn.

I confirm that the information given on this application form is correct. I understand that any details I have falsely given will render me liable to disqualification from selection, or if appointed, summary dismissal.

Signature of Applicant: ………………………………………...............…………………… Dated: …………………………………..



**EMPLOYMENT REFERENCES (not a relative or someone acting solely as a friend)**

**NAME: …..……………….…….....................………………… POST TITLE: ………………………….….……...................**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give the names and addresses of two referees (one of whom should be your current/most recent employer and a previous employer) who are in a position to comment on your work ability. References will not be taken up without your knowledge, but will be contacted prior to an employment offer. Please tick the boxes *only* if you *do not want* the referee(s) to be contacted prior to interview. \* | | | |
| Name: | | Name: | |
| Company: | | Company: | |
| Address: | | Address: | |
| Tel Number: | | Tel Number: | |
| Email Address: | | Email Address: | |
| Position: | | Position: | |
| In what capacity known: | | In what capacity known: | |
| \* Tick if required |  | \* Tick if required |  |

Notes:

* Referees will be contacted before interview unless otherwise requested (see above)
* If any of your referees knew you by another name, please write that name/s in the space below
* Referees will be asked about any disciplinary offences you may have relating to children
* If you have previously worked with children, please put down a referee for this post (if it is not already stated)
* Please note that we may also contact anyone else you have previously worked for in addition to the above

Are you related to or do you have a close relationship with any employee of Taunton School or to any member of the Governing Body? YES / NO

If so please give their name: …………………………………………………………………………………….



**Employee Consent to Disclose Personal Information for Employment Reference Purposes**

I authorise my current/previous employer/tutor to disclose personal information about my employment/education should they receive a reference request from Taunton School. This will include employment/education dates, reason for leaving, details of any disciplinary procedures during my employment and that there is nothing known to them which would render me unsuitable to be in an environment with children.

Signed: …………………………………………………………………...

Name: ……………………………………………………………………

National Insurance No: …………………………………………………………………...

Date of Birth: …………………………………………………………………...

Date: ……………………………………………………………………..

Staplegrove Road | Taunton | Somerset | TA2 6AD  
01823 703 703 | [www.tauntonschool.co.uk](http://www.tauntonschool.co.uk)

The information provided will be kept securely and will not be kept longer than is necessary in line with appropriate data protection legislation