Tettenhall College

A LEADING DAY & BOARDING SCHOOL FOR BOYS AND GIRLS, AGED 2 - 18

Employment Application Form

Post applied for

1. Personal details

Title Mr Mrs Miss Ms Other

Surname

Forenames

Address

Telephone (M)

Telephone (H)

Telephone (W)

Email

Date moved to this address? (DD/MM/YY)

Place of birth

Previous surname

Nationality

If you are not a British Citizen, do you have Right to Work in the UK? Yes No

Have you read the School's Safeguarding Policy? Yes No

Do you hold a full UK Driving Licence? Yes No

For teaching staff only

Do you have Qualified Teacher Status (QTS)? Yes No

Teacher Reference Number

Have you lived at any other addresses during the last five years? If so, please give the dates (month and year) below, if there are any further addresses please add it to the Notes and Further Information page.

Address

From *(month and year):* **MM** **YY**

To *(month and year):*

Address

From *(month and year):* **MM** **YY**

To *(month and year):*

Address

From *(month and year):* **MM** **YY**

To *(month and year):*

Address

From *(month and year):* **MM** **YY**

To *(month and year):*

Address

From *(month and year):* **MM** **YY**

To *(month and year):*

2. Education/Qualifications and other vocational qualifications, skills or training *(most recent first including secondary education)*

Place	Qualification	Grade

Dates from and to

DD	MM	YY

Place	Qualification	Grade

Dates from and to

DD	MM	YY

Place	Qualification	Grade

Dates from and to

DD	MM	YY

2. Education/Qualifications *(continued)*

Place	Qualification	Grade

Dates from and to

DD	MM	YY

Place	Qualification	Grade

Dates from and to

DD	MM	YY

Place	Qualification	Grade

Dates from and to

DD	MM	YY

3. Employment History *(please start with your current or most recent employer)*

Name of Employer

Post Held

Salary

Dates from and to
DD MM YY

Reason for Leaving

Name of Employer

Post Held

Salary

Dates from and to
DD MM YY

Reason for Leaving

Name of Employer

Post Held

Salary

Dates from and to
DD MM YY

Reason for Leaving

3. Employment History *(continued)*

Name of Employer

Post Held

Salary

Dates from and to

DD **MM** **YY**

Reason for Leaving

Name of Employer

Post Held

Salary

Dates from and to

DD **MM** **YY**

Reason for Leaving

Name of Employer

Post Held

Salary

Dates from and to

DD **MM** **YY**

Reason for Leaving

3. Employment History *(continued)*

Name of Employer

Post Held

Salary

Dates from and to
DD MM YY

Reason for Leaving

Name of Employer

Post Held

Salary

Dates from and to
DD MM YY

Reason for Leaving

Name of Employer

Post Held

Salary

Dates from and to
DD MM YY

Reason for Leaving

4. Employment Gaps *(if there are any gaps in your employment since leaving secondary education, please give details and dates)*

Please do not type beyond the text box

6. Personal Interests *(please list your interests/hobbies)*

Please do not type beyond the text box

5. Suitability for Post *(please outline how your skills and experience fulfil the job description and person specification)*

Please do not type beyond the text box

5. Suitability for Post ***(continued)***

Please do not type beyond the text box

7. Referees *(Please provide full details of two referees, one of whom should be your current or most recent employer. If applying for a Teaching role, your first referee must be the current Headteacher of the School. A member of the Senior Leadership Team from a previous school may provide the second reference as long as they have worked with you within the last six years. For Non-Teaching roles the second reference must be from a previous line manager, who has worked with you with in the last six years.*

Current/most recent employer

Title	**Mr**		**Mrs**		**Miss**		**Ms**		**Other**	
Surname				**Forenames**				
Job Title								
Organisation								
Address				**Telephone (M)**				
				Telephone (H)				
				Telephone (W)				
Email								

Second Referee

Title	**Mr**		**Mrs**		**Miss**		**Ms**		**Other**	
Surname				**Forenames**				
Job Title								
Organisation								
Address				**Telephone (M)**				
				Telephone (H)				
				Telephone (W)				
Email								

Please note that references will be taken be taken up prior to interview, unless otherwise stated. References will be verified by telephone. Your referees will be asked whether you have been the subject of any safeguarding concerns.

8. Availability

Date available to commence work	
Notice period from current post	

9. Declaration

I confirm that I know of no reason why I should not work with children and that the information I have given in this application is correct and, if found subsequently to be false, then I may be liable for dismissal.

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. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered ”spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy and procedure'.

You should be aware that the School will initiate its own checks on successful applicants with the Disclosure and Barring Service and a full internet search will be carried out using an external provider.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently

I have nothing to declare ☐ **I enclose a confidential statement** ☐

9. Declaration ***(continued)***

I declare I am not barred or disqualified from working with children or vulnerable adults

I confirm that I am not prohibited from carrying our 'teaching work' ***(please do not tick this box if the role for which you are applying does not involve 'teaching work')***

I confirm that I am not prohibited from being involved in the management of a School ***do not tick this box if the role for which you are applying does not involve management work)***

I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight ***do not tick this box if the role for which you are applying does not involve childcare)***

I declare that the information I have given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature **Date** **DD** **MM** **YY**

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.

More details as to how we will process your data is set out in the College Privacy Notice and Data Protection Policy.

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.