

CONFIDENTIAL – APPLICATION FORM

The information on this form will be treated as confidential. Any offer of employment will be subject to satisfactory medical clearance and CRB/ISA checks and, where appropriate documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form, and an application letter should you wish to attach one, is the only documentation we consider when screening applications. Therefore please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Position applied for:

Personal details

Title:

Date of Birth (Optional):

Surname:

First names:

Previous name(s):

National Insurance No:

Address:

Home Telephone No:

Mobile Telephone No:

Email address:

Postcode:

DfES Number:

Current Driving Licence: Yes No

Current Endorsements? Yes No

Mini Bus Driving (Only applicable if you are a holder of a Current Driving Licence):

Have you passed your school Minibus driving test?
(ie. You have a D1 (with no restriction) PCV Licence)

Yes No

Are you related to any member of the Governing Body or to an employee of Shiplake College?

Yes No Do not know

If 'Yes' please give the name of the related person:

Education and Qualifications

Please give details of **Secondary and Further Education** including any 'A' levels or equivalent vocational courses. *(Indicating the most recent one first)*

Dates (mm/yyyy) From To		College/other institution	Qualifications obtained	Grade or level

Please give details of any **Higher** Education and any equivalent courses
(Indicating the most recent one first)

Dates (mm/yyyy) From To		College/other institution (and name of awarding body)	Qualifications obtained	Grade or level

Please give details of any other **Professional** or **Vocational** qualifications you hold that are relevant to your application. (Including any computer skills qualifications, such as ECDL or CLAIT)

Dates (mm/yyyy) From To		College/other institution (and name of awarding body)	Qualifications obtained	Grade or level

Employment History

Please complete details of you present and previous employment as requested below. Please include any part-time or voluntary employment. Continue on a separate sheet if necessary.

Present (or most recent) employment.	
Job title:	Employer:
Current Salary:	Address: <input style="width: 100%;" type="text"/>
Employment from:	Employment to:
For this employment, please give a brief description of duties, responsibilities and achievements:	
Reason for leaving:	

Previous employment <i>(Please indicate the most recent previous employment first and continue on another sheet if required)</i>			
Dates (mm/yyyy)	Name of Employer	Job title and main responsibilities	Reason for leaving
From To			

If there are any gaps in your Employment or Education History (to date), please explain them here.

ICT Skills

General ICT competency. (√)

<u>Microsoft Office</u>	Basic	Competent	High		Basic	Competent	High
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Referees

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. **One must be from your current or most recent employer.** (Note: If you are not currently working with children but have done so in the past, the second referee must be the employer for whom you were most recently in work with children. References will not be accepted from relatives or persons who only know you as a friend)

Name: _____ Position: _____

In what capacity do you know the referee?

Name of organisation:

Address:

Telephone No:

Email:

Name: _____ Position: _____

In what capacity do you know the referee?

Name of organisation:

Address:

Telephone No:

Email:

Please note that we will contact these referees if you are shortlisted for this post, and may well seek references before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact Mrs Sue Bond on 01189 405254 to discuss the issue.

Personal statement

With the help of the ‘Interview focus - Aspects/Standards’ and ‘Job description’* that you received with this application form, please demonstrate, using examples, your suitability for this position and what qualities you would bring to Shiplake College. Please also include your reasons for applying for, and interest in, this position. **Please either use the space below or write an accompanying letter which should be attached to this application form**
** This will be a teacher’s detailed generic job description and/or a management specific job description, where applicable.*

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Details of any boarding school experience?	
Details of any extracurricular activities you can offer?	
Details (and level) of any other teaching subjects you can offer.	

For persons who are not British or EU nationals

If you have any conditions related to your employment in this country, please give full details:

Personal declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You are not therefore entitled to withhold information about police cautions, “bind-overs”, or any criminal convictions including any that would otherwise be considered “spent” under the Act.

Have you ever been convicted of any offence or “bound-over” or given a caution? Yes No

If ‘Yes’, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”

I understand that if my application is successful, Shiplake College will be obtaining an ‘Enhanced CRB Disclosure’ for me. (It is therefore essential that you have notified us, in advance, of any relevant information that might be in your ‘Enhanced CRB Disclosure’)

Declaration – please read carefully

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Shiplake College relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulating body.

I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Printed name:

Please: **Either** print this form off and send a signed hard copy and a letter of application to:
Ms Moya Flynn, School Secretary, Shiplake College, Henley-on-Thames, Oxon. RG9 4BW

Or, you can return this form via e-mail to reception@shiplake.org.uk together with a letter of application. However, if it is sent electronically, you will be required to sign and date this form, if invited to attend an