



THE DAIGLEN SCHOOL

Application Form

Applications will only be accepted from candidates completing this form in full. CVs and any further information to support of your application may be submitted in addition but will not be accepted in substitution for the completed application form.

1. **Personal Information** (We will handle this in confidence and contact you with discretion)

Title Mr/Mrs/Miss/ Ms/Dr/Other: (delete as appropriate)	Surname	
	Forenames	
Current address Postcode	Tel (Home):	
	Tel (Work):	
	Mobile:	
	Confidential E-mail address:	
	Nat. Insurance No:	
DCSF No.	QTS Status	Date of Birth:

2. Education

Last school attended	Dates		A levels or equivalent (and dates awarded)	Grade
	From	To		
Other achievements/interests at school				

University or other Higher Education institution	Dates		Degree and Awarding Body (and date(s) awarded)	Class
	From	To		
Other achievements/interests at university				

Other awards, qualifications and courses attended (please include any CPD)				
College, Education Centre or Institution	Dates		Award/Course Title and Qualification	
	From	To		

3. Employment

Starting with your current/last position and working back, please provide details of all employment and all previous posts. If necessary, copy the following page so that you can include all posts you have held. Please use Section 4, which follows, to explain gaps in employment or between finishing training and first employment.

Current/last employment and details of responsibilities

School name	
	Starting date:
	Leaving date (if applicable):
Responsibilities:	
Present Salary and Benefits	

Previous employments

School or employer's name	
Address	Position(s) held and whether full/part time:
	Starting date:
	Leaving date:
Postcode	
Responsibilities	
Reasons for leaving	

School or employer's name	
Address	Position(s) held and whether full/part time:
	Starting date:
	Leaving date:
Postcode	
Responsibilities	
Reasons for leaving	

School or employer's name	
Address	Position(s) held and whether full/part time:
	Starting date:
	Leaving date:
Postcode	
Responsibilities	
Reasons for leaving	

School or employer's name	
Address	Position(s) held and whether full/part time:
	Starting date:
	Leaving date:
Postcode	
Responsibilities	
Reasons for leaving	

4. Periods when not Employed

Please give details of all such periods and the reasons for them

Start date	Finish date	Reason

5. Personal Statement

Please explain your reasons for wanting to take up this post at The Daiglen School, and the qualities that you think you would bring to the School. Continue on a separate sheet if necessary

6. Please outline your outside activities, pursuits and interests

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7.

Please tick as appropriate:

Yes

No

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)	Yes	No
Are you lawfully able to work in the UK?		
Do you have a current driving licence?		
Are you registered disabled and require adjustments to assist you to carry out your work?		
If yes, please specify		

8. Medical

You will be required to complete a medical questionnaire only if the position is offered.

9. Referees

Please give details of two referees (at least one of whom must be from your current or most recent employer). *References will only be taken up at the short-list stage.*

Name:
Address:
Postcode
Tel No
E-mail
Occupation:
Professional relationship to applicant

Name:
Address:
Postcode
Tel No
E-mail
Occupation:
Relationship to applicant

10. Declarations

I confirm that this information is, to the best of my knowledge, true and complete.

* I have not been placed on List 99; disqualified from work with children or vulnerable adults or subject to sanctions imposed by a regulatory body e.g. GTC.

* I have no convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **OR** I attach details of my record in a sealed envelope marked "Confidential" (NB including those regarded as "spent": the post is exempt from the Rehabilitation of Offenders Act 1974).

* I understand that if successful I shall be subject to enhanced clearance through the Criminal Records Bureau.

* I understand that The Daiglen School is authorised to obtain references on short listed candidates and may approach current and previous employers for information to verify particular experience or qualifications before interview.

* I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including any where the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, I understand that my previous employer will be asked about those issues.

*I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been selected; also in possible referral to the police.

* I agree that the School and its agents may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of their business. I release the School and my referees from any liability caused by giving and receiving information.

Signed: _____

Date: _____