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**Confidential Application Form**

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and Disclosure & Barring Service (DBS) checks and the production of documentary evidence showing your entitlement to work in the UK. As part of our safer recruitment process an online search will be carried out at the time of application.

So that we compare candidates fairly, this form is the only document 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.

**Please complete the details below in black ink and return the form either by email to** [**recruitment@gatewaysch.co.uk**](mailto:recruitment@gatewaysch.co.uk) **or post to Mrs H Brown, Gateway School, 1 High Street, Great Missenden, HP16 9AA.**

| **Position applied for** | | |  | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | |
| Title: | Surname: | | Forenames: | | Previous Name(s): | | |
| Address:  Postcode: | | | | | | | |
| Previous Address: (if it has been less than five years since you moved to your current address)  Postcode: | | | | | | | |
| **Telephone Numbers**  Home:  Mobile: | | | | E-mail Address: | | | |
| Nationality: | | | |
| NI Number: | | | | DfE Number (Teachers): | | | |
| Do you hold Qualified Teacher Status? | | **Yes** | **No** | Do you require a work permit to work in the UK? | | **Yes** | **No** |
| Do you hold a full clean current UK driving licence? | | **Yes** | **No** | Notice period required? | |  | |
| Do you have a category D1on your driving licence (minibus)? | | | | | | **Yes** | **No** |
| **Letter of application** | | | | | | | |
| In support of your application you are asked to write a statement giving your reasons for applying for this post. Include any information that you consider relevant to this application, addressing the key areas in the person specification. Please continue on an additional sheet if required. | | | | | | | |

**Education and Qualifications**

| **Please give details of your Secondary and Further Education** | | | |
| --- | --- | --- | --- |
| College/Institution  Full name & address | Qualifications, grades, date awards made and awarding body | Dates (mm/yyyy) | |
| From | To |
|  |  |  |  |
| **Please give details of any Higher Education or equivalent courses** | | | |
| College/Institution  Full name & address | Qualifications, grades, date awards made and awarding body | Dates (mm/yyyy) | |
| From | To |
|  |  |  |  |
| **Please give details of any other professional or vocational qualifications you hold**  **that are relevant to your application** | | | |
| Name of awarding body | Qualifications obtained and grade/level | Date obtained | |
|  |  |  | |

**Employment History**

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Please give your employment history in reverse date order and include details of any voluntary work.

| **Current Employment** | | | | |
| --- | --- | --- | --- | --- |
| Job title: Employer:  Current Salary: Address:  Current Scale (if applicable):  Employed from: Employed to: | | | | |
| Please give a brief description of current duties, responsibilities and achievements:  Reason for leaving/wishing to leave: | | | | |
| **Previous Employment (continue on a separate sheet if necessary)** | | | | |
| From – To  (mm/yyyy) | Name and address  of Employer | Job title and  brief description  of duties | Salary per annum | Reason for leaving |
|  |  |  |  |  |
| **Leisure and Interests**  Please note here your leisure interests, sports and hobbies: | | | | |

**Referees**

* Please provide two referees and note that we will contact these referees if you are short listed for this post and seek reference before interview. 

**Tick box to confirm that referees can be contacted in advance of interview**

* One referee must be your current or most recent employer.
* If you are currently working with children, on an either paid or unpaid basis, your current employer will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to.
* Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
* Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.
* We reserve the right to take up references with any previous employer.
* If you are or have recently been a student, one of your referees should be your Tutor or Head of Department.

| **Referee 1Professional** |
| --- |
| Name: Position:  In what capacity do you know the referee?  Name of organisation:  Address:  Telephone: Email: |
| **Referee 2 Professional** |
| Name: Position:  In what capacity do you know the referee?  Name of organisation:  Address:  Telephone: Email: |

**Rehabilitation of Offenders Act**

| *This post involves contact with children and is exempt from the Rehabilitation of the Offenders Act 1974*  *and all subsequent amendments and is subject to sanctions imposed by a regulatory body e.g. The General Teaching Council. All convictions, police cautions or ‘bind-overs’, including any that would otherwise be considered ‘spent’ under the Act* ***must be disclosed,*** *and will be taken into account in deciding whether*  *to make an appointment.*  *In the event of a successful application, all offers of employment are conditional upon receipt of a satisfactory Enhanced Disclosure being obtained and will be sought from the Disclosure & Barring Service in relation to criminal and child protection matters. Please sign below if you agree that the appropriate enquiry might be made. In the case of overseas applicants we would still obtain Police clearance from their country of origin.* | | |
| --- | --- | --- |
| Have you been disqualified from working with children, named on the DfE List 99 or the Protection of Children Act List, or subject to any sanctions imposed by a regulatory body (e.g. the GTC)? | **Yes** | **No** |
| Is there any relevant court action pending against you? | **Yes** | **No** |
| Have you ever been convicted and/or cautioned/”bound-over” in respect of any offence? | **Yes** | **No** |
| If you have indicated “**Yes”** for any of the aboveplease provide full details on a separate sheet and enclose this in a separate, sealed envelope marked ‘Private and Confidential’ for the Attention of the Headmaster along with your application | | |
| **ALL CANDIDATES PLEASE NOTE**  If you are eligible to work in the UK please provide evidence of the document or documents from either List A or List B which are enclosed with this application form. Photocopies will suffice at this stage, but please note that all candidates who are invited to attend an interview will be required to bring original documents with them. | | |
| **Declaration** *please read carefully* | | |
| For the purposes of the Data Protection Act 1998, I consent to the information received by Gateway School relating to the subject matter on this form being processed by them in administering the recruitment process.  I declare I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question. I understand that any offer of employment made by the school will be conditional on verification of medical fitness.  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 regulatory 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:  Print name:  **All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.** | | |

| **EQUAL OPPORTUNITIES MONITORING** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| We aim to create the conditions in which all applicants and employees are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religion, family circumstance, sexual orientation or other irrelevant distinction.  In order to carry out our equal opportunities policy, we must have some means of monitoring our recruitment and selection. Only by such measures will we be able to recognise potential sources of discrimination and take remedial action. The monitoring form will be separated from the application form and securely stored in the strictest confidence. It will be used for statistical monitoring only. | | | | | | | |
| Please tick box as appropriate | | | | | | | |
| Sex: | | Female: | | ◻ | Male: | | ◻ |
| How would you describe your ethnic origin? | | | | | | | |
| White: | ◻ | | European: | ◻ | | African: | ◻ |
| Black: | ◻ | | Caribbean: | ◻ | | Chinese: | ◻ |
| Asian: | ◻ | | Indian: | ◻ | | Pakistani: | ◻ |
| Bangladeshi: | ◻ | | Other: | ◻ | | Please specify: | |

Sept 16