

**APPLICATION FOR EMPLOYMENT**

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| **Position Applied For:** |  |

Yarrow Heights School Limited is an Equal Opportunities employer and your application for employment will be assessed solely on its merits. We welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

**1. PERSONAL INFORMATION**

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| --- | --- | --- | --- |
| **Surname / Family Name** |  | **Forename(s)** |  |
| **Maiden / Former Name(s)** |  | **Title:** | ***Mr*** *Mrs Miss Ms Other (circle)* |
| **Address** |  |
|  |  |
|  |  | **Postcode** |  |
| **Home Tel. No.** |  | **Mobile Tel No.** |  |
| **Email Address** |  |
| **N.I. Number** |  |

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| **Do you have any family or close relationships with existing employees or employers of Yarrow Heights School Ltd** | **Yes / No** |
| **If Yes, please give details** |  |

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| *DfE Reference No.:* | *Social Work Reference No.:* |
| *For Qualified Teachers Only* | *For Registered Social Workers Only* |

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| Are you registered with the GTC for England? *(Teachers Only)* | **Yes / No** |
| Do you have Qualified Teacher Status (QTS)? *(Teachers Only)* | **Yes / No** |
| Do you have Qualified Teacher Learning and Skills Status (QTLS) *(Teachers Only)* | **Yes / No** |

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| Do you hold a full and valid driving licence? | **Yes / No** |
| Do you own a roadworthy motor vehicle? | **Yes / No** |
| Do you have any endorsements?\* | **Yes / No** |
| If Yes, please give details |  |

**2. EDUCATION & TRAINING** Proof of professional and/or relevant qualifications will be required

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| --- | --- | --- | --- | --- |
| **Secondary Education** | **Dates****(From /To)** | **Qualifications\*** | **Grade/Level** | **Date of Award** |
|  |  |  |  |    |
| **Further / Higher Education** | **Dates****(From /To)** | **Qualifications\*** | **Grade/Level** | **Date of Award** |
|  |  |  |  |  |

**Other Relevant Training** e.g. Child Protection, Health & Safety, First Aid, Team-Teach, etc.

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| **Training Organisation** | **Course Title / Qualification\*** | **Course Duration** | **Date Completed** |
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**3. CURRENT OR MOST RECENT EMPLOYER**

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| --- | --- |
| **Employer Name** |  |
| **Contact Name:** |   | **Contact Tel. No.** |  |
| **Address** |   |
|  |  |
|  |  | **Postcode** |  |
| **Telephone No.** |  | **Fax No.** |  |
| **Date started\*** |  | **Current Salary** |  |
| **Date finished** |  | **Notice required / Date Available to Start** |  |
| **Job Title** |  | **Contracted Hours** |  |
| **Specific reason****for leaving** |  |

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| **Key Duties/Responsibilities** |  |
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**4. EMPLOYMENT HISTORY**

Please provide a full employment history (including part time, temporary and voluntary work).

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| --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
|  |  |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

*\** Please state starting/ finish day (1st, 2nd, etc) of employment, wherever possible.

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| --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
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| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

|  |  |
| --- | --- |
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| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

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| --- | --- |
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| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

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| --- | --- |
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| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

|  |  |
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| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
|  |  |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

|  |  |
| --- | --- |
| **Employer Name and Address** | **Job Title & Key Duties/Responsibilities** |
|  |  |
| **Dates (From / To) incl. day\*/month/year** |  |  | **Salary** |  |
| **Specific Reason for Leaving** |  |

**Continue on a separate sheet if necessary**

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| ***Please explain any gaps in your employment history since leaving secondary education****(excluding periods of full-time education highlighted above). e.g. unemployment, ill health, family commitments etc.*  |
|  |
| Have you ever been subject to any disciplinary procedures / allegations related to children or vulnerable adults during your employment history? | **Yes** | No | N/A |
| If Yes, please give details |
|   |

**5. STATEMENT OF COMPETENCE FOR THE ROLE**

This is an opportunity for you to demonstrate your suitability and competence for the role advertised. Please fill in the section below, comprehensively detailing real life examples which demonstrate that you have the skills, knowledge and experience required to carry out the roles and responsibilities associated with the job.

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**6. LEISURE INTERESTS** including hobbies, recreational achievements, membership of clubs/organisations etc.

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**7. REFERENCES**

Please provide details of two professional referees, one of whom must be your current or most recent employer. The two referees should be from different organisations. If you are **not currently** working with children, you MUST include a referee for any previous employment with children or vulnerable persons. Character references will not be accepted. By giving us this information, you consent to us contacting these referees. Referees will be asked about your disciplinary offences which may include where the penalty is “time expired”. If related to children, referees will be asked whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry. PLEASE NOTE In line with *Keeping Children Safe in Education* guidance (Sept 2020), we will look to take up references on shortlisted candidates **PRIOR** to interview wherever possible. All offers of employment with Yarrow Heights School are conditional upon receipt of satisfactory employment history checks.

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| **Name** |   |  |  |
| **Position**  |  |  |  |
| **Address** **(incl Postcode)** |  |  |  |
| **Telephone No.** |  |  |  |
| **Email Address** |  |  |  |
| **Time known** |  |  |  |
| **Capacity in which known**  |  |  |  |

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| --- | --- | --- | --- |
| **Name** |  |  |  |
| **Position**  |  |  |  |
| **Address** **(incl Postcode)** |  |  |  |
| **Telephone No.** |   |  |  |
| **Email Address** |  |  |  |
| **Time known** |  |  |  |
| **Capacity in which known**  |  |  |  |

**Please only complete this 3rd reference if you are NOT currently working with children, but have done so previously.**

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| --- | --- | --- | --- |
| **Name** |  |  |  |
| **Position**  |  |  |  |
| **Address** **(incl Postcode)** |  |  |  |
| **Telephone No.** |  |  |  |
| **Email Address** |  |  |  |
| **Time known** |  |  |  |
| **Capacity in which known**  |  |  |  |

**8. DECLARATION**

In compliance with the General Data Protection Regulations (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references. Reference requests will confirm the following as a minimum ;

* the relationship with the candidate
* details of the applicants current post and salary
* performance history
* All formal time limited capability warnings which have not passed expiration date
* All formal time limited disciplinary warnings where not relating to safeguarding concerns which have not passed expiration date
* All disciplinary action where the sanction is “time expired” and relate to safeguarding concerns
* Details of any child protection concerns, and if so, the outcome of the enquiry
* Whether the referee has any reservations as to the suitability of the candidate to work with children. If so, the School will ask for specific details of

**I declare** that I have how data will be captured and used as per the Group’s obligations arising from the General Data Protection Regulations (GDPR). I understand why the information I provide is required and freely consent to it being used for the purposes of progressing my application for employment with Yarrow Heights School

**I hereby declare** that to the best of my knowledge the details given in this application form are true.

I understand that is an offence to appy for the role if I am barred from engaging in regular activity relevant to children.

I understand that failure to disclose information or the provision of incorrect information is an offence and may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to summary dismissal at a later date and possible referral to the police

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| **Signature** |  | **Date** |  |