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|  | | **Holme Grange School**  **Job Application Form** | |
| **Position Applied For** | |  | |
| **Where did you see the post advertised?** | |  | |

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| **Section 1 - PERSONAL DETAILS** | |
| **Title: Dr/ Mr/ Mrs / Miss / Ms / Other** | **Surname:** |
| **Forename(s)**: | **Preferred Name:** |
| **Current Address**: | **Home Telephone No.**: |
| **Post Code:** | **Mobile No**: |
| **Work Telephone No.**: |
| **E-mail**: |
| **National Insurance Number:** |
| **From what date:** | **Teacher’s DFE Reference Number:** |
| **Any Former Surnames**:    e.g. maiden name or any previous change of name | **Do you have Qualified Teacher Status (QTS)?**  QTS Number: Date Obtained: |
| **Date of change of name**: | **Are You Registered with the GTC?**  **Yes □ No □** |
| **Previous Address**  (if resident at current address for less than five years please provide any previous addresses during this period together with dates)  1.  **From what date: To what date:**  2.  **From what date: To what date:** | **Probationary Period / NQT induction year completed?**  **Yes □ No □**  Please give date completed or terms left to complete if ‘no’: |
| **Are You Eligible to Work in the UK?**  **Yes □ No □**  **Please Provide details:** |
| **Do you hold a current First Aid at Work Certificate/ Paediatric First Aid?**  **Yes □ No □**  **If Yes, please give details and date of expiry?** | **Do you hold a current UK driving Licence?**  **Full □ Provisional □ HGV □ No licence □**  **If you have any current penalty points on your driving licence please give details?**  **Does your licence entitle you to drive any class of minibus (indicated by D1 on your licence)**  **Yes □ No □** |
| **What Child Protection Training, if any have you attended and when?** |

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| **Please indicate if you know any employees or governors at the school, and if so how you know them.** | | | | | | | | | | | | | | | | |
| **Section 2: SECONDARY AND FURTHER EDUCATION (most recent first)**  Give details of secondary schools, colleges and universities attended since the age of 16 with examination dates, results and qualifications obtained. There is no need to include any qualifications gained prior to ‘A’ levels or equivalent. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications may be requested | | | | | | | | | | | | | | | | |
| **General Education** | | | **School / College / University** | | | | **Full or P/Time** | | **Examinations taken or to be Taken (With Dates)** | | | | **Qualifications / Result Obtained** | | | |
| **From** | | **To** |  | | | |  | |  | | | |  | | | |
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| **TRAINING AND QUALIFICATIONS**  **Give details of any other certificates with dates: Vocational training, Professional qualifications, membership of Professional Institutions:** | | | | | | | | | | | | | | | | |
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| **CONTINUED PROFESSIONAL DEVELOPMENT**  ***Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.*** | | | | | | | | | | | | | | | | |
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| **SUITABILITY**  Please provide a written statement of **no more than 1250 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised. If applying for a teaching position, you should pay particular attention to the national standards for the position for which you are applying and state why you feel we should employ you over any other person submitting an application. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. | | | | | | | | | | | | | | | | |
| Continue on a separate sheet if necessary. | | | | | | | | | | | | | | | | |
| **INTERESTS / HOBBIES and SKILLS**  Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity. | | | | | | | | | | | | | | | | |
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| **EMPLOYMENT DETAILS – Current or Last Employment** | | | | | | | | | | | | | | | | |
| **Name and address of current/most recent employer or college/school** | | | | | | | | **Job Title:** | | | | | | | | |
|  | | | | | | | | **Start Date:** | | | | | | | | |
| **Notice Required:** | | | | | | | | |
| **Date of Leaving**  **(if applicable)** | | | | | | | | |
| **Current Salary / salary on Leaving** | | | | | | | | |
| **Full Time □ Part Time □ %FTE =** | | | | | | | | |
| **Do you / did you receive any employee benefits?** | | | | | | | | | | Yes | |  | | No | |  |
| **If so, please provide details of these:** | | | | | | | |  | | | | | | | | |
| **Briefly outline your main duties and responsibilities:** | | | | | | | | | | | | | | | | |
| **Reason for Leaving / Wishing to leave:** | | | | | | | | | | | | | | | | |
| **Please state when you would be available to take up employment if offered:** | | | | | | | | | | | | | | | | |
| **EMPLOYMENT DETAILS – Previous Employment**  (Start with the most recent employment first. If necessary continue at the end of the application form until all your employment history is shown). | | | | | | | | | | | | | | | | |
| **Dates** | | | | **Name and Address of Employer** | | **Position Held and/ or Duties** | | | | | **Reason for Leaving** | | | | **Salary** | |
| **From** | **To** | | |
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| **EMPLOYMENT DETAILS – Previous Employment**  (Start with the most recent employment first. If necessary continue at the end of the application form until all your employment history is shown). | | | | | | | | | | | | | | | | |
| **Dates** | | | | **Name and Address of Employer** | | **Position Held and/ or Duties** | | | | | **Reason for Leaving** | | | | **Salary** | |
| **From** | **To** | | |
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| ***Please continue on a separate sheet if necessary*** | | | | | | | | | | | | | | | | |
| **BREAKS IN EMPLOYMENT** | | | | | | | | | | | | | | | | |
| ***If there are any periods of tome that have not been accounted for in your application, for instance, periods spent raising family or of extended travel, please give details of them here with dates. The information provided on this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience, Failure to provide a full account may lead to your application being rejected.*** | | | | | | | | | | | | | | | | |
| **Dates (From – To )** | | | | | **Activity** | | | | | | | | | | | |
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| **REFERENCES:**  Please supply the names and contact details of three people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | | | | | | |
| **Please PRINT** | **Referee 1**  **(Present or Last Employer)** | **Referee 2**  **(Previous Employer)** | | **Referee 3**  **(Personal)** | | | |
| **Name** |  |  | |  | | | |
| **Organisation** |  |  | |  | | | |
| **Address** |  |  | |  | | | |
| **Occupation / Job Title** |  |  | |  | | | |
| **Telephone Number** |  |  | |  | | | |
| **Email Address** |  |  | |  | | | |
| **May we Contact prior to Interview?** | YES □ NO □ | YES □ NO □ | | YES □ NO □ | | | |
| **CRIMINAL RECORD** | | | | | | | |
| The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent") in order to assess their suitability to work with children. **You are not required 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 (see Appendix 1 to this form.** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.  It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.** | | | | | | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1). | | | Yes | |  | No |  |
| Is there any relevant court action pending against you? | | | Yes | |  | No |  |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | | | | | | |

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| **RECRUITMENT** | | | |
| It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the School's recruitment policy and child protection policy is available for download from the School's website. Please take the time to read them.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, with your consent the School will hold all documentation relating to your application on file for six months after which time it will be confidentially destroyed.  **Declaration**  Should my application be unsuccessful I consent to the School holding my documentation for six months YES / NO | | | |
| **DECLARATION** | | | |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. * I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to the School making direct contact with the people specified as my referees to verify the reference. * 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.   *Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13*. | | | |
| Print Name: | Signature | Dated | |

Appendix 1 - Spent convictions and the DBS filtering rules

## Spent convictions

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| Sentence | Rehabilitation period  (in all cases the period commences from the date of the conviction) | |
| Aged over 18 at the time of the conviction | Aged under 18 at the time of the conviction |
| Prison sentence of more than 4 years  Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four years  Sentence of preventive detention  Sentence of detention at Her Majesty’s Pleasure  Sentence of custody for life  Public protection sentences\* (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determinate sentences for dangerous offenders)  A public protection sentence (the provisions for which are set out in Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006 means a sentence of imprisonment or detention, as detailed above, imposed for specified sexual and violent offences. | Never | Never |
| Prison sentence of more than 30 months but less than or equal to 4 years | Length of sentence + 7 years | Length of sentence + 3.5 years |
| Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months | Length of sentence + 4 years | Length of sentence + 2 years |
| Prison sentence, or sentence of detention, of less than or equal to 6 months | Length of sentence +2 years | Length of sentence + 18 months |
| Removal from HM Service | 1 year | 6 months |
| Service detention | 1 year | 6 months |
| Community order or youth rehabilitation order | 1 year | 6 months |
| Fine | 1 year | 6 months |
| Compensation order | Once paid in full | Once paid in full |
| Absolute discharge | Spent immediately | Spent immediately |
| Driving disqualification | End of the disqualification | End of the disqualification |
| Driving endorsement | 5 years from the date of conviction | 30 months from the date of conviction |
| Relevant order (include conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders and any order imposing a disqualification, disability, prohibition or other penalty not mentioned in this table) | End of the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent | End of the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent |
| Simple caution, youth caution | Spent immediately | Spent immediately |
| Conditional cautions, youth conditional caution | 3 months or when caution ceases to have effect if earlier | 3 months or when caution ceases to have effect if earlier |

**Filtering rules**

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

11 years have elapsed since the date of conviction;

it is your only offence;

it did not result in a custodial sentence; and

it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

five and a half years have elapsed since the date of conviction;

it is your only offence;

it did not result in a custodial sentence; and

it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>