Please complete this application form and return it to HR. Please note that, in line with the Maynard’s commitment to safeguarding children, we follow advice from the Department for Education, application forms therefore require a full employment chronological order of education, training and employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:  (Block Capitals) | ………………………………………… | First Name (s) | …………………………………… |
| Former Surnames (e.g. maiden name or where any previous change of name) | | | …………………………………… |
| ………………………………………………………………………………………………………………………. | | | |
| Title: | ………………………………………… |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: | ………………………………………… | Home Phone: | …………………………………… |
|  | ………………………………………… | Work Phone: | …………………………………… |
|  | ………………………………………… | Mobile Phone: | …………………………………… |
| Postcode: | ………………………………………… | Email: | …………………………………… |
| Nationality: | ………………………………………… |  |  |
| National Insurance Number: | |  | …………………………………… |

**ARRANGEMENTS FOR INTERVIEW**

Please outline any reasonable adjustments that could be made to assist you during the selection process.

For example, if invited for interview would you need any particular arrangements**:**

|  |
| --- |
|  |

**ELIGIBILITY TO WORK IN THE UNITED KINGDOM**

As part of our pre-employment checks, all applicants will be required to prove their eligibility to work in the UK.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you require a work permit to be employed in the UK? | **YES** |  |  | **NO** |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| If YES, do you hold a valid UK work permit? | **YES** |  |  | **NO** |  |  |

If YES, when does this expire?

|  |
| --- |
| **Particulars of Education:**  Entries should be in the order of date, beginning with the secondary school. Record should be continuous with a note of explanation for any interval between courses. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| school / college /  university attended | start date | | leaving date | | course taken |
| month | year | month | year |
|  |  |  |  |  |  |

**Qualifications:** (in order of date obtained)

Record should be continuous with a note of explanation for any interval between courses.

|  |  |  |  |
| --- | --- | --- | --- |
| ‘A’ levels / degrees / diplomas | awarding body | date obtained | particulars of subjects/grades/class/honours |
|  |  |  |  |

NB: We will require proof of any qualifications stated on this form (original documents only)

**Employment Record:**

In section a) and b) below please provide, where appropriate, explanations for any periods not in employment, self-employment or further education / training and in each case reasons for leaving employment. Please use a separate sheet if necessary

1. **Employment** – please begin with your most recent employer

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| period | | | | | | name of company | full or  part time | details of position held  and of principal duties | for  office  use |
| date started | | | date left | | |
| d | m | y | d | m | y |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Please use a separate sheet if necessary

Please give details of anything you wish to tell us about your personal and family circumstances:

|  |
| --- |
| ………………………………………………………………………………………………………………………. |
| ………………………………………………………………………………………………………………………. |
| ………………………………………………………………………………………………………………………. |
| ………………………………………………………………………………………………………………………. |

Please state your current annual salary:

………………………………………………………………………..

**Safeguarding Children & Rehabilitation of Offenders Act 1974**

The Maynard School is committed to safeguarding and promoting the welfare of children and young people.

The position you are applying for is exempt from the Rehabilitation of Offenders Act 1974, and therefore you must declare to us all convictions, cautions and bind-overs you have had (including those regarded as ‘spent’).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Have you ever had any criminal convictions, cautions or | **YES** |  |  | **NO** |  |  |
|  | bind-overs? |  |  |  |  |  |  |
| 2. | Have you ever been disqualified from working with children, | **YES** |  |  | **NO** |  |  |
|  | been placed on the List 99, been prohibited or restricted from working with children by the Secretary for State for Education, or been subject to sanctions imposed by a regulatory body (e.g. the GTC)? |  |  |  |  |  |  |

**If YES to either (1) or (2) above, please give details in a separate sealed envelope marked ‘confidential’.** *Please note that a criminal record will not necessarily be a bar to obtaining this position.*

Please give the names / addresses / telephone numbers / e-mail addresses (if available) of two individuals, one of which must be your current or most recent employer – the other may be a person known to you for a period of time to provide a character reference. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  Position: | ……………………………………  …………………………………… | Name:  Position: | ……………………………………  …………………………………… |
| Address: | …………………………………… | Address: | …………………………………… |
|  | ……………………………………  …………………………………… |  | ……………………………………  …………………………………… |
| Postcode: | …………………………………… | Postcode: | …………………………………… |
| Telephone: | …………………………………… | Telephone: | …………………………………… |
| Email: | …………………………………… | Email: | …………………………………… |

**NB: it is our policy to take up references before interviews.**

**Declaration** *please read carefully*

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the {Bursar}. If you would like to discuss this beforehand, please telephone in confidence to the {Bursar} for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

* I have nothing to declare
* I enclose a confidential statement

*please delete as appropriate*

|  |  |
| --- | --- |
| Name: | ……………………………….………………………………………………………………………… |

|  |  |
| --- | --- |
| Signed: | ……………………………….………………………………………………………………………… |

|  |  |
| --- | --- |
| Date: | ……………………………….………………………………………………………………………… |

**DATA PROTECTION**

The Maynard School complies with the Data Protection Principles which are set out in the Data Protection Act 1998.