

Application for the post of:



Name of Applicant

Completing this application form

- Please complete all sections of the application form electronically. It is an essential part of our selection process and the information you provide will help us to select candidates for interview. Please note that you are not limited by the size of the answer boxes; they will expand.
- You should include with your completed application a comprehensive curriculum vitae.
- You are also asked to send a covering letter. This should be addressed to the Head. We recommend that your letter is no longer than two pages and it should cover:
 - what attracts you to the position;
 - how you feel your experience, skills and personal qualities qualify you to take on the role.

Please upload both documents in PDF format and include your name in the title of each file.

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

Personal Information

Title:	Surname:
Forenames:	
Any Previous Surname(s):	
Address including postcode:	
<i>Please asterisk the telephone number you would prefer us to contact you on</i>	
Tel No (Home):	
Tel No (Work):	
Mobile No:	
Email:	
Nationality:	
National Insurance Number:	
DfE 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:

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Particulars of Education and training:

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	Date of entry	Date of leaving	GCSE/O-levels/CSE/BTEC subjects	Grade
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	Month	Year	Month	Year		

School/College	Date of entry		Date of leaving		A level/IB/BTEC or equivalent subjects	Grade
	Month	Year	Month	Year		

Degree/Diploma/PGCE/ Masters or equivalent	Awarding body	Date obtained	Particulars of subjects	Grades/class/ honours

Other relevant qualifications	Awarding/Accrediting body	Date obtained

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Relevant CPD	Date attended

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

Employment History:

Starting with your current / most recent position, please provide details of your employment since leaving full-time education.

Note: To satisfy the requirements for safer recruitment we need to ask for your full employment record. Any gaps between jobs or between finishing education and first employment should be added in Section 4.

a) **Teaching** – please begin with your most recent employer in education

Current Position			
Dates of Employment		Name and Address of Employer	Job Title and brief summary of main responsibilities of the position
From mm/yy	To mm/yy		
If applicable, please describe the type of school including age range, number of pupils, boarding, day, co-ed, etc.:			

Current salary and package:

Notice period:

If advise if you have already left this position, or have given notice, please indicate your reasons for leaving, please also advise why you are wanting to leave:

Previous Teaching Positions – starting with most recent

Dates of Employment		Name and Address of Employer	Job Title and brief summary of main responsibilities
From mm/yy	To mm/yy		
			Reasons for leaving:
			Reasons for leaving:

			Reasons for leaving:
			Reasons for leaving:
			Reasons for leaving:

Gaps in employment

Please give details of any gaps in employment since leaving full-time education

Start date mm/yy	Finish date mm/yy	Reason

b) **Employment other than Teaching** – please begin with your most recent employer.

Dates of Employment		Name of company	Full or part time	Details of position held and of principal duties and reasons for leaving
From mm/yy	To mm/yy			

Please continue on a separate sheet if necessary.

1. Interests and activities

Please tell us about your interests and activities outside work

2. Other comments

Are there any other comments that you would like to make about yourself or your application, or anything you would like the selection panel to know?

3. Referees

Please provide the names and addresses of three referees. **One MUST be from your current or most recent employer and one must be from your last employer.** If you are not currently working with children but have done in the past, please include the person who was your employer at the time that you worked with children. Please ensure you only provide us with information or details for referees who have agreed to their inclusion.

***IMPORTANT** May we contact your referees directly, without seeking further notification from you? Please indicate yes or no in the [] alongside each name. Please note that we require reference prior to interview.

[y/n]* Name	
Address	
Postcode	
Tel No	
Email	
Occupation	
Professional relationship to applicant	

[y/n]* Name	
Address	
Postcode	
Tel No	
Email	
Occupation	
Professional relationship to applicant	

[y/n]* Name	
Address	
Postcode	
Tel No	
Email	
Occupation	
Professional relationship to applicant	

OTHER INFORMATION

Equal Opportunities

The Maynard School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the school.

Working in the UK	Yes / No – please delete as appropriate
Do you have any restrictions on taking up employment in the UK?	Y/N
If you have answered yes, please answer the following two questions:	
1. Do you require a work visa to be employed in this country?	Y/N
2. If you possess a work visa, please give details:	
Reasonable adjustments	
Do you require any reasonable adjustments to be made during the selection process because of a disability? If yes, please give details below:	Y/N
Conflict of interest	
Do you have any connection with the School you have applied for? If yes, please provide brief details below:	Y/N

Safer recruitment and the requirement for enhanced Disclosure and Barring checks

The Maynard School is a “registered body” under the Police Act 1997 because employment here involves access to children under the age of eighteen. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) and a check against the Children’s Barred List before an offer of employment. You will need to apply for a new disclosure, even if you already hold one. Alternatively, if you are registered with the DBS Update Service, you will need to provide your reference number and permission to undertake a search. This will also apply to former members of staff who re-join unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of three months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in. Further information about the school’s child protection policy and practices and policy on employment of ex-offenders can be found on the school’s website.

Disclosure and barring checks	Yes / No – please delete as appropriate
Are you on the Children's Barred List or otherwise disqualified from working with children? <i>It is unlawful for a school to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.</i>	Y/N
Are you prohibited from carrying out 'teaching work'? <i>Do not answer "yes" to this question if the role for which you are applying does not involve 'teaching work'.</i>	Y/N
Are you prohibited from being involved in the management of an independent school? <i>Do not answer "yes" to this question if the role for which you are applying is not a management role.</i>	Y/N
Are you disqualified from working in or managing early years provision or later years provision with children under the age of eight? <i>Do not answer "yes" to this question if the role for which you are applying does not involve the provision of 'childcare' or the management of the provision.</i>	Y/N
Have you lived outside the UK for a period of three months or longer within the last five years? If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies.	Y/N

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. Therefore, if you are shortlisted to the interview stage of the process the school will look at your suitability to work with children and you must declare to us all convictions, cautions and bind-overs you have had (including those regarded as 'spent'). If you would like to discuss this beforehand, please telephone in confidence to the HR for advice.

Name	
Signed	
Date	

DATA PROTECTION

The Maynard School complies with the Data Protection Principles which are set out in the Data Protection Act 2018.

Please also attach a current CV and letter of application to this form.