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**APPLICATION FOR EMPLOYMENT**

Please complete all sections of the application form and email to recruitment@stmargarets-school.org.uk or post to: St Margaret’s School, Merry Hill, Bushey, Hertfordshire WD23 1DT.

**Teaching staff** applications should be marked for the attention of the **Head, Lara Péchard**.

**Non-teaching staff** applications should be marked for the attention of the **Interim Bursar, Mr Andy Francombe**.

|  |  |
| --- | --- |
| **Post Applied For** |  |
| **Date of Application** |  |
| **How did you hear about this vacancy?**  |  |

**1. Personal Information**

|  |  |
| --- | --- |
| Surname | Forename(s)  |
|  |  |
| Title (Dr/Mr/Mrs/Miss/Ms/ Other) | Former Surname (including maiden name) |
|  |  |
| Current address (including post code)  |
|  |
| Previous address / addresses (Please provide all addresses for the last five years) |
|  |
| Telephone (home) | Telephone (work) | Telephone (mobile) | Email |
|  |  |  |  |

|  |  |
| --- | --- |
| National Insurance Number: |  |
| Do you hold a current driving licence?  | YES / NO |
| Do you have the legal right to work in the UK?  | YES / NO If no, please give details |

|  |
| --- |
| Contacts within St Margaret’s School – Please indicate if and how you know any existing employees, volunteers or Governors at the school |
|    |

**For teaching posts only**

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| --- |
| Do you have qualified teacher status?  YES / NO If yes, date of QTS:DfE number  |

**2. Employment History**

Please provide full details of all positions held since leaving full time education.

**Current / most recent employment**

|  |  |
| --- | --- |
| Employer’s name:  | Employers address: |
| Job Title:  |
| Date appointed: | Date left: (if applicable) | Required notice period: (if applicable) |
| Basic salary | Any allowances/ benefits |
| Reason for leaving/ wanting to leave:  |
| Brief outline of duties and responsibilities: |

**Previous employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address | Employed From | Employed To | Position held/ duties | Reason for leaving  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Gaps in Your Employment**

|  |  |  |
| --- | --- | --- |
| Please give details of periods of time not accounted for above which may include unpaid / voluntary work or family commitments | From | To |
|  |  |  |
|  |  |  |

**4. Education, Training and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & address of school (G.C.S.E. or equivalent) | Dates attended (from & to) | Subject  | Qualification and grade |
|  |  |  |  |
| Name & address of school/college (A level or equivalent) | Dates attended (from & to) | Subject | Qualification and grade |
|  |  |  |  |
| Further/ Higher EducationName of institution  | Dates attended (from & to) | Subject | Qualification and grade |
|  |  |  |  |

**5. Other professional or vocational qualifications and training**

|  |  |
| --- | --- |
| Professional/ vocational qualification | Date obtained |
|  |  |
| Other relevant courses / training undertaken | Date obtained |
|  |  |

**6. Supporting Statement:**

Please give your reasons for applying and details of how you consider your experience, knowledge, skills and personal qualities meet the requirements of the post as outlined in the job description and person specification.

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**7. References**

Please give the name and contact details of two ***professional*** referees, one of whom must be your *current or most recent employer or school/ college tutor if this is your first job.* Please indicate if you do not wish us to approach referees prior to interview.

|  |  |
| --- | --- |
| Name | Name |
| Address (including post code) | Address (including post code) |
|  |  |
| Telephone number  | Telephone number  |
| Email address  | Email address  |
| Relationship  | Relationship  |
| Can we approach this referee before interview YES / NOIf No, why? | Can we approach this referee before interview YES / NOIf No, why? |

|  |
| --- |
| Are you available on the published interview date/s? YES / NO  |

**8. Criminal Records**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974**.** However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These 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)

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

**9. Recruitment**

It is St Margaret’s School policy to employ the most suitably qualified personnel and not to discriminate against any person because of race, sex, sexual orientation, gender reassignment, pregnancy and maternity, marital or civil partnership status, religion or religious belief, disability or age.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

A copy of the School’s Staff Recruitment and Selection Policy is available on the School website.

**9. Data Protection**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice.

If you succeed in your application and take up employment with St Margaret’s School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

**10. Declaration**

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that St Margaret’s School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS) and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).*

I declare that the information given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in dismissal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(where a signature is not supplied, in the case of an electronic application, for instance, the candidate may be asked to sign at a later date)

Date: