# S e d b e r g h

# s c h o o l

# Application for Employment

###### Strictly Confidential

***Applications will only be accepted from candidates completing this application form in full. CVs will not be accepted in substitution for this Application Form.***

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| POSITION BEING APPLIED FOR:  DAYS & HOURS AVAILABLE FOR WORK:  WHERE DID YOU SEE THE ADVERTISEMENT FOR THIS POST? |

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| TITLE  Mr / Mrs / Miss / Ms / Other (please specify)  SURNAME  **FULL FORENAME**(S)  **DATE OF BIRTH** |  | ANY OTHER NAMES USED PREVIOUSLY |
| Do you have a work permit to take up employment in the UK?  Yes/No (delete as applicable) |

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| **ADDRESS**  TEL NUMBER DAYTIME  TEL NUMBER EVENING  MOBILE TEL NUMBER  **E-MAIL** |

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| **NATIONAL INSURANCE NUMBER** |

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| **FAMILY / CHILDREN** (Please also state if you are related to any existing employees or Governors of Sedbergh School) |

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| **DETAILS OF EDUCATION / RELEVANT QUALIFICATIONS / TRAINING**  **Please include:**  1.- Grade achieved  2.- Awarding Body  3.- Date of Award  **Please note you will be required to provide original copies of certificates if invited for interview.** | | | |
| FROM | TO | NAME OF SCHOOL/UNIVERSITY | QUALIFICATIONS AND GRADE |
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| **PRESENT EMPLOYMENT** (Please provide details of your present or most recent employment including name and address of employer, telephone number, dates of employment and a description of role and responsibilities.) |

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| **CURRENT SALARY** |  | **PERIOD OF NOTICE** REQUIRED AND DATE AVAILABLE TO COMMENCE EMPLOYMENT |

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| **PREVIOUS EMPLOYMENT** (Please list all full-time and part-time work, paid or unpaid, including any periods of self employment, starting with the most recent first. Please provide dates that you were employed from and to for each period of employment. You should account for any gaps in employment. Continue on a separate sheet if necessary.) | | | | |
| Dates | | Name & Address | Position held & brief details of duties | Reason for Leaving |
| From | To |
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| **FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION** (You are invited to add below further relevant information in support of your application, in particular your personal qualities and experience which you believe are relevant to your suitability for this post. Please continue on a separate sheet if necessary.) |

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| **REFEREES** Please give details of two referees. One referee should be your current or most recent employer. **Please note, references will not be accepted from relatives, or from referees writing solely in the capacity of friends**. | |
| Name:  Email Address:  Organisation & Post:  Postal Address:  Tel: | Name:  Email Address:  Organisation & Post:  Postal Address:  Tel: |

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| **REHABILITATION OF OFFENDERS ACT 1974** **Delete as appropriate.** | | |
| **I have not / I have** been barred from working with children, am not named on Section 142 of the Education Act 2002 (previously known as List 99) or the Disclosure and Barring (DBS) Children’s Barred List. | | |
| **I am not / I am** subject to any pending criminal convictions, pending criminal actions or Court hearings. | | |
| In certain circumstances the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014) does provide that certain convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. This is known as filtering\*.  *\*Information on filtering can be found at www.gov.uk/government/publication/dbs-filtering-guidance.*  You must declare any criminal offence, including cautions, bind-overs, reprimands or final warnings whether “spent” or “unspent” (unless subject to filtering)? Do you have any?  If “Yes” - **I am sending details of any “unspent” or “spent” convictions, cautions, reprimands, bind-overs, final warnings or other pending criminal convictions/actions/court hearings in a sealed envelope marked Confidential** | **Yes**  **Yes** | **No**  **N/A** |

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| **DATA PROTECTION ACT 1998** Sedbergh School will use the information given for the purposes of recruitment and selection. If you become a member of Sedbergh School Staff the information will remain confidential and will be used for the purpose of personnel administration by designated staff only. If you are nor successful, the information will be destroyed. |

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| **DECLARATION**  **I certify that to the best of my knowledge and belief, the information given in this application is factually correct and I understand if I have given any false information or withheld relevant details, that my application may be rejected or in the event of becoming a Volunteer, may result in my work as a Volunteer being terminated.**  **Signed ............................................................................................. Date .....................................................** |

*We may process your personal information for carefully considered and specific purposes which are in our interests and enable us to enhance the services or information we provide. We will always keep your details safe and secure. ‘We’ includes Sedbergh School, the charity, its charitable and all trading subsidiaries.*

*Our Privacy Notices can be found on our website (*[*http://www.sedberghschool.org/senior/Privacy-Policies*](http://www.sedberghschool.org/senior/Privacy-Policies)*) or by request from The Deputy Bursar (Compliance), Sedbergh school, Malim Lodge, Sedbergh LA10 5RY. (*[*tr@sedberghschool.org*](mailto:tr@sedberghschool.org)*) If you have any concerns about the data we hold or do not wish to receive any further communications from us, please contact The Deputy Bursar (Compliance).*