**

**DITCHAM PARK SCHOOL**

**Strictly Confidential**

**Application for Employment**

**With Ditcham Park School**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for Employment with Ditcham Park School**

Please complete this form in full. We shall use the information you provide to decide whether we can offer you an interview. This application form is available in large print.

Please complete in clearly written or typed text. Throughout this application please use a separate sheet of paper if you so wish.

You may submit your application in either of two ways :

1. via email to headspa@ditchampark.com or
2. by post or by hand to Ditcham Park School, FAO Mrs A White, Ditcham Park,

Nr Petersfield, Hampshire, GU31 5RN, England

To keep your data safe we suggest you encrypt emailed applications or hand deliver your application to the school.

If you require assistance at any stage of the recruitment process please send us an email to headspa@ditchampark.com.

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| Position applied for:  **Catering Assistant** | | | |
| **Personal Information** | | | |
| 1. Personal details | | | |
| Title : | Forename(s): | | Surname: |
| Address: | | Former name: (including maiden name) | |
| Postcode: | | Preferred name: | |
| How long have you lived at this address:  If less than 5 years please provide all previous addresses for past 5 years. | | | |
| Previous address: | | Previous address: | |
| Postcode: | | Postcode: | |
| Length of time at address: | | Length of time at address: | |

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| **Contact details**  Home telephone:  Mobile telephone:  Work telephone:  Email: \_\_\_\_\_\_\_\_\_\_\_\_  It is possible you may be contacted by us after 6.00pm by telephone; please confirm which number should be used in these circumstances. |

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| 2. General |
| Do you have Qualified Teacher Status? Yes / No  Do you have a current full UK driving licence? Yes / No  Do you have use of a car? Yes / No  Do you have any current endorsements or driving Yes / No  convictions? If yes, please give details.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you require a work permit? Yes / No  Please provide full details of membership of any professional bodies  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 3. Academic and Vocational Qualifications  Please provide details of all academic and vocational qualifications: | | | |
| Award/Qualification | Awarding Body | Date Obtained | Grade  (if appropriate) |
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| --- | --- | --- | --- | --- |
| Professional Development  Courses attended | | | | |
| Name of Course | Provider | Ftime/Ptime or Seconded | From | To |
|  |  |  |  |  |

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| Outside Interests |

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| 4. Further Education and Career History | | |
| Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.  Please start with your current or most recent employer and in each case the reason for leaving employment.  Please provide explanations for any periods not in employment, further education or training. | | |
| Employer/Training Establishment Please advise dates month/year | Position held Teaching staff: please include subject taught and at which level | Reason for leaving |
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| Any other information you feel may be relevant: Please give details and an explanation of any gap longer than 3 months in your employment history. |
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| Current Salary Details | |
| Salary (Basic) | £ |
| Additional allowances or payments and bonuses (if any) | £ |
| Total Salary | £ |
| Please indicate your salary expectations | £ |

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| Information relating to this position | |
| The start date for this position is January 2020. Please confirm the date that you are able to start. |  |

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| Please provide an example when you have demonstrated the following skills and attributes which are mentioned in the personal specification: |
| Demonstrated excellent communication skills: |
| Demonstrated excellent motivational or problem-solving skills: |
| Please give details of your experience in the following area.  Dealing directly with customers |
| Please detail areas in which you feel you excel and expand upon your strengths.  State any supportive qualifications or work related skills : |

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| Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post. |
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| 5. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them. |
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| 6. Referees  Please provide the name, address and telephone number of two referees in support of your application. These must be professional referees, one of which should be your current employer. None should be related either to you or each other.  We will advise candidates who will be invited for interview, as soon as possible. We will only request references for interviewees, such references will be taken up prior to interview however we will advise you before we take this step. | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Tel No. |  | Tel No. |  |
| Email |  | Email |  |

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| **Protection of Children** |
| All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions 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 on the Disclosure and Barring Service website. |
| **Have you ever been convicted of a criminal offence which is ‘not protected’ YES/NO** |
| If you have answered yes, supply details of all convictions in a sealed envelope marked ‘confidential’ and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. |
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| 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 and Data Protection Policy.  If you succeed in your application and take up employment with the 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. |
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**Declaration**

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school, b) a satisfactory DBS certificate and check of the barred list c) the entries in this form are complete and accurate and d) a satisfactory medical report, if appropriate.

I understand that the information provided may be used for purposes registered by Ditcham Park School under the Data Protection Act 2018. I understand that if, after appointment, any information is found to be inaccurate this may lead to dismissal without notice and that the truthful completion of this form constitutes part of the terms and conditions of contract for my employment.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed………………………………………………….. Date……………………………………