**

**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. If you have a disability and need any assistance with the application process or require the application form in large font please contact the Heads PA at [headspa@ditchampark.com](mailto:headspa@ditchampark.com) who will be happy to help with this.

Please complete in clearly written or typed text. Throughout this application please use a separate sheet of paper if you so wish giving page number and title heading.

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](mailto:headspa@ditchampark.com).

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with past employers, and an enhanced DBS check will be required.**

**The School requests that all candidates invited to interview bring with them:**

1. A current driving licence including a photograph or a passport or a full birth certificate

2. A utility bill or financial statement issued within the last three months showing the candidates current name and address

3. Where appropriate any documentation evidencing a change of name

4. Where applicable, proof of entitlement to work and reside in the UK (current UK Passport or a birth or adoption certificate together with an official document giving your permanent National Insurance number and your name by a Government agency or previous employer).

5. Documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

***Interviewers to be notified when this information is not provided***

For Office use only

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| Date application received |  |
| Date interview letter sent |  |
| Confirmation of any gaps in employment investigated |  |
| Interview outcome communicated date |  |

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| Position applied for: **Receptionist/Secretary** | | | |
| **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 longer that 3 months not in employment, further education or training. | | |
| Employer/Training Establishment **Please advise dates: month and year** | Position held Teaching staff: please include subject taught and at which level | Reason for leaving |
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| **Current Salary Details** | |
| Salary (Basic)  For Teaching Staff: please indicate spine point | £ |
| Additions. (For Teaching Staff please indicate responsibility points, London Allowance etc) where applicable | £ |
| Total Salary | £ |

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| **Please give details of your relevant experience in the following key areas:** |
| Working in Reception: |
| Administrative skills: |
| Evidence of working as part of a team: |
| Positions of responsibility: |
| Please detail areas in which you feel you excel and expand upon your strengths.  State any supportive qualifications or work related skills: |
| 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 at least two professional referees. One referee should be your current or most recent employer  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**  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 the 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 I have 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 my dismissal. |
| Signed……………………………………………………... Date………………………………… |