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| Application form | |
| Position you are applying for |  |
| Surname |  |
| Forename |  |
| Title |  |
| Middle Name(s) |  |
| Preferred Name  (Name by which you like to be known if different from above) |  |
| Former Surnames  (eg maiden name or where any previous change of name(s)) |  |
| Date of birth |  |
| Current address |  |
| Previous address  (if resident at current address for less than five years please provide any previous addresses during this period) |  |
| Email address |  |
| Home telephone no |  |
| Mobile telephone no |  |
| Religious denomination |  |

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| Details of all academic/vocational qualifications | | |
| Date obtained | Qualification/Awarding Body/Institution | Grade  (if appropriate) |
|  |  |  |
| other information | | |
| National Insurance Number |  | |
| Present employer and post |  | |
| Date of appointment |  | |
| Current salary  (including relevant details of UPS/TLR payments etc, where applicable)  If you work part-time please note the number of weekly hours worked and/or the full-time equivalent. |  | |
| **Teaching posts only** | | |
| Teacher Reference Number |  | |
| Qualified Teacher Status | Yes/No | |
| Date NQT year completed |  | |

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| Further Education and Career History | | |
| Please supply a full history in chronological order of all training, further education, employment, self-employment and any periods of unemployment since leaving secondary education providing start and end dates.  Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.  **Please ensure that this section is completed as detailed above. Applications where this is not completed will not be considered further.** | | |
| Start Date  (dd/mm/yy) | End Date  (dd/mm/yy) | Details |
|  |  |  |
| Existing contacts within school  Please indicate if you know any existing employees or trustees at the Foundation, and if so, how you know them. |  | |
| Co-Curricular Activities  Please list any activities you are currently involved in and any you would be willing to offer |  | |

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| Referees | | |
| 1. Please provide at least two referees. 2. One referee should be your current or most recent employer (this should be the Headteacher if you are currently working in a school). 3. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. 4. For appointments with a key responsibility for the Catholic ethos of the school, a reference from your Parish Priest will be required. 5. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends**. | | |
| Title/Name and address  (Current or most recent employer) | Title/Name and address | Title/Name and address |
|  |  |  |
| Telephone no. | Telephone no. | Telephone no. |
| Email address | Email address | Email address |
| Capacity  (eg Headteacher/current employer) | Capacity | Capacity |
| Internal Use Only: | | |
| * Requested | * Requested | * Requested |
| * Received | * Received | * Received |
| * Verified | * Verified | * Verified |
| How did you hear about the position? | | |
| * Princethorpe Foundation website | * Foundation Newsletter | * TES |
| * Parish Priest | * Word of Mouth | * Facebook |
| * Linked In | * Twitter | * Total Jobs |
| * Instagram | * Professional body website  (ie HMC, IAPS). *Please Specify:* | |
| * Staff Referral. *Please Specify:* | | |
| * Other. *Please Specify:* | | |

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| Rehabilitation of Offenders Act 1974 | | | | |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. | | | | |
| Candidate to complete: | | | Yes | No |
| *Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?* | | |  |  |
| *Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?* | | |  |  |
| If **yes**, please 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. | | | | |
| Declaration  I confirm that the above information is 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 on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate.  I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | | | | |
| Signature | Date | | | |
| Internal use only | | Yes | No | N/A |
| I have reviewed the applicant’s employment history since school and am satisfied with explanations relating to any gaps in employment. *Not applicable for volunteers.* | |  |  |  |
| If no, has any discrepancy in the information been reviewed with the applicant and an appropriate note added to the application form. | |  |  |  |
| I am satisfied with the references and all specific questions have been answered satisfactorily. | |  |  |  |
| I have compared the references with the information on the application form. All the information provided about the candidate and her/his previous employment by the referee is consistent with the information provided by the applicant on the form. | |  |  |  |
| Has further clarification been required from referees? *Vague or unspecific points in references to be clarified with referees and an appropriate note added to the application form.* | |  |  |  |
| If **yes** then state details: | | | | |
| Past disciplinary action or allegations have been considered in the circumstances of the individual case and an appropriate note added to the application form. | |  |  |  |
| Has the applicant worked or been resident overseas for more than 6 months in the last 10 years. | |  |  |  |
| If **yes** then state required checks to be made: (country/period of employment): | | | | |
| Overseas references and/or police checks reviewed and accepted: | |  |  |  |

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| I confirm I have checked all of the above: | |
| Name | (Safer Recruitment Panel Member) |
| Signature | Date |