



## Application for Appointment

Information provided will be treated in strict confidence. Please complete all sections. This form, together with a letter of application and CV, should be returned before midday on the closing date to:

HR Manager, Recruitment, West Buckland School, West Buckland, Barnstaple, Devon, EX32 OSX

Position Applied For		Closing date for receipt of applications:	
<b>Personal Details</b>			
Surname		All Previous Surnames (inc maiden name)	
All Forenames			
Known As Name			
Current Address*			
		Postcode	
Date of birth		NI Number	
Email Address			
Home Tel No.		Nationality	
Mobile Tel No.			
Work Tel No.		Current Salary	
QTS Status		DfES Number	

*Have you been de-registered or disciplined by DfE? (Please provide details.)*

*\*If resident at current address for fewer than five years, please list any previous address/es during this period:*

Previous Address			
		Postcode	

### Current Employment

Employer's Name			
Address			
Current Position		Postcode	
From/To (mm/yy)		Tel No	

**Previous Employment** (Please provide details of all previous positions using a continuation sheet if necessary.) Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training.

Employer's Name			
Address			
		Postcode	
Position		Tel No	
From/To (mm/yy)			
Reason for Leaving			
Employer's Name			
Address			
		Postcode	
Position		Tel No	
From/To (mm/yy)			
Reason for Leaving			
Employer's Name			
Address			
		Postcode	
Position		Tel No	
From/To (mm/yy)			
Reason for Leaving			
Employer's Name			
Address			
		Postcode	
Position		Tel No	
From/To (mm/yy)			
Reason for Leaving			

**Education**

Establishment	Qualifications	From/To (mm/yy)

**Further Qualifications/Training**


**Interests**

**Physical Limitations** *Having read the Job Description, please let us know whether there are any reasonable adjustments needed which will enable you to perform the duties and tasks of the post.*

Please state why you are applying for this position:

**Existing Contacts** Please indicate if you know any existing employees or Governors at West Buckland School and if so, how you know them.

**Referees** Please provide details of two **work-based referees**, one of whom should be your current or last employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were recently employed to work with children. Referees may be contacted shortly after this form is received. Please indicate if you do not wish either of your referees to be contacted immediately.

*References will not be accepted from relatives or if not work-related.*

Referee's Name			
Address			
		Postcode	
May be Contacted	Yes / No	Email	
Position		Tel No	
Referee's Name			
Address			
		Postcode	
May be Contacted	Yes / No	Email	
Position		Tel No	

## General Data Protection Regulation Statement

I consent to West Buckland School processing this information by means of a computer database or manual filing system for the purpose of recruitment and any subsequent employment resulting from it and it will be seen by the management team for this purpose.

If unsuccessful, I agree to my data being retained for up to 6 months post-closing date for applications

**Yes/ No**

## Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen by the Head and then destroyed by the HR Manager. If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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) All other spent convictions and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently please **tick** as appropriate:

I have no convictions, cautions or bind-overs

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'confidential'

**Please read this carefully then sign and date this application below.**

I declare that to the best of my knowledge the information provided on this form is correct and can be treated as part of any subsequent contract of employment, and that any misleading statements or receipt of unsatisfactory references may be sufficient grounds for cancelling any contracts made.

Signature ..... Date .....

**Please note that this position requires enhanced clearance from the DBS and a Children's Barred List clearance. These checks will be requested on offer of appointment.**

*November 2020*