BUCKSWOOD

**APPLICATION FORM**

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| Post Applied For |  |
| Where did you hear about this post or see it advertised? |  |
| What is your current notice period? |  |
| Preferred First Name: |  | Surname: |  |

Thank you for your interest in Buckswood School.

This application form is your opportunity to tell us about the skills, experience and attributes you feel are relevant to this role. You are required to complete **all** sections before submitting your application to the HR Department, failure to do so may result in your application being rejected.

Please complete this form in **black** ink and write clearly (if handwritten). If you run out of room in any section please continue on a separate sheet, clearly indicating the relevant section numbers at the top of the page.

All applicants will be short-listed based on the information provided on this form. CV’s can be included as an addition to your application but not in place of the form or any section of it.

If you are short-listed for interview you will contacted directly by telephone or email. We endeavour to try and respond to all application but if you have not heard from us within 21 days of the closing date, please assume that on this occasion your application has been unsuccessful.

Buckswood School is committed to Safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Please return completed applications to:

HR Department

Buckswood School

Guestling

East Sussex

TN35 4LT

Or email to: wisdom@buckswood.co.uk

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| 1. Personal Details
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| Surname: | Title: Mr Mrs Miss Ms Other: |
| Please list all previous Surnames used: |
| Forename: | Middle Names: |
| Current Address: | Contact Numbers:Please tick your preferred contact number. Only list a work number if you are happy to be contacted on it. |
| Home:  |  |  |
| Mobile: |  |  |
| Work: |  |  |
| Postcode: | Email: |
| National Insurance Number: |
| DFE Number (If Applicable): |
| Are you an EU Citizen?  |
| Do you require a work permit to take up employment in the UK? Yes No |
| Since the age of 16 and in the last five years, have you lived (including on holiday) or worked abroad for 3 months or more? If so, in which countries? |
| Have you ever been cautioned or convicted of a criminal offence, or are you currently subject to proceedings? If “yes”, please provide full details in a sealed envelope marked “Confidential – for the attention of the Director”. |
| Are you prevented from working with children and/or working in “regulated activity?” |

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| 1. Education and Qualifications
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| Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there. It is school policy to verify the qualifications of successful applicants, and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. |
| **Secondary School(s) attended:** |
| **Name and Location** | **Dates Attended** | **Qualifications Attained (Awarding Body, Subject, Level & Grade) Brief summary only** |
| **From** **(mm/yy**) | **To****(mm/yy)** |
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| **Colleges attended:** |
| **Name and Location** | **Dates Attended** | **Qualifications Attained** **(Awarding Body, Subject, Level & Grade)** |
| **From** **(mm/yy)** | **To****(mm/yy)** |
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| **Universities attended:** |
| **Name and Location** | **Dates Attended** | **Qualifications Attained****(Awarding Body, Subject, Level & Grade)** |
| **From****(mm/yy)** | **To****(mm/yy)** |
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| **Other Courses** | Please list below any courses you have attended which are required for the position or are relevant to it (please continue on a separate sheet if necessary). |
| **Name of course, where completed and qualification attained** | **Date Completed** **(mm/yy)** |
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| 1. **Employment History**
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| Please supply a full history in chronological order (with start and end dates) **starting with your current/most recent employer first,** of all |
| **Dates of****Employment** | **Name and Address of Employer** | **Job Title and brief summary of main responsibilities of the position** | **Reason for leaving** |
| **From (mm/yy)** | **To (mm/yy)** |
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|  **4. Leisure/Non Work Activities** |
| Please note below your leisure interests, sports, hobbies or other pastimes etc. |
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|  **5. Existing Contacts within the School** |
| Please indicate below if you know or are related to any existing employees within the School community and if so, how you know/are related to them. |
| **Name and Position at the School**  | **Relationship to you****(e.g. friend, neighbour, sister etc.)** |
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|  **6. Supporting Information** |

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| **Please tell us why you wish to leave your current role and why you are interested in this position** |
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| **Tell us how your qualifications, skills & experience make you a good candidate for this position.** |
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| **Explain how you will develop the role and what personal qualities you will bring to the School** |
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|  **7. Referees** |
| Please provide two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee **must** be from the employer you had when working with children.The school reserves the right to take up references from any previous employer. Referees will be contacted to verify the reference**.****References will not be accepted from relatives or from referees writing solely in the capacity of friends.**  |
|  | Referee 1  | Referee 2 |
| **Name:** |  |  |
| **Full Address:** |  |  |
| **Telephone:** |  |  |
| **Email:** |  |  |
| **How do you** **know this** **Person?** |  |  |
| **Occupation:** |  |  |
|  | May we contact this referee prior to interview?YES NO | May we contact this referee prior to interview?YES NO |

We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. A completed applications form helps us to compare individuals on like for like information and as such we do not accept a CV as the only form of application. However please feel free to attach a copy of your CV to your completed application form as supporting documentation.

All offers of employment are subject to:

Satisfactory enhanced disclosure clearance from the Disclosure and Barring Service

Proof of qualifications and right to work in the UK

At least two references that are satisfactory to the School, at least one needs to be from a time you worked with children.

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| DECLARATION |
| The personal information collected on this form will be used for the purposes of recruitment and selection for the role you have applied for, or other roles you may be suitable for within the School. If appointed this form will form part of your employment record. The information will not be used for any other purpose nor will it be disclosed to any third party. The School’s policy on retention of information is that all recruitment records are destroyed six months after the closing date for positions (except for successful applicant).In accordance with the requirements of the Immigrations, Asylum and Nationality Act 2006, any offers of employment will be subject to the production of a valid Passport or Birth Certificate and formal confirmation of your National insurance number. In addition all employees must provide qualifications relevant to their role. **If it is discovered that you have given any information which you know to be false, or if you withhold any relevant information, your application may be rejected or any subsequent employment with us terminated.*** I declare that the information I have given is, to the best of my knowledge, true and complete.
* I am aware that the School will create computer and paper records about me during the recruitment and selection process, and consent to this information being used for such purposes.
* I agree that should I be successful in this application I will apply to the Disclosure and Barring Service for an enhanced disclosure. I understand that should the disclosure not be to the satisfaction of the School, any offer of employment may be withdrawn or my employment terminated.
* I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
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| Signed:  |  | Print Name:  |  | Date:  |