** For HR use only:**

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| **Applicant Ref:** |  |
| **Date Received:** |  |
| **Hiring Manager:** |  |

**APPLICATION FOR EMPLOYMENT**

**SUPPORT**

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| **Role applied for:** *(required)* |   |
| Where did you see the role advertised? |

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| --- | --- | --- | --- | --- | --- |
|  | Website |  | Indeed |  | LinkedIn |
|  | Social Media |  | HMC/ISC |  | Word of Mouth |
|  | TES/TES Online |  | Other (Please detail)…………………………………….. |

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| What is your current notice period? |   |

Thank you for your interest in Oundle School. To assist you in the recruitment process, please ensure you have read the relevant Job Description along with the policy documents which are available on the School’s website at:

<https://www.oundleschool.org.uk/vacancies>

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The School is legally required to carry out a number of pre-appointment checks which are detailed in our Recruitment and Compliance Checks Policy. The information you are being asked to provide on this form is required to enable us to comply with our legal obligations should your application be successful. Your assistance is much appreciated.

**Equal Opportunities**

Oundle School and Laxton Junior School are proud to be equal opportunities employers. The School is committed to providing equal opportunities in employment. We welcome applications from all and value diversity throughout the School community.

The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School’s compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants.

Our policy is to employ the best qualified personnel, to provide equal opportunity for applicants and our employees and not to unlawfully discriminate against any person. Applicants will be shortlisted based on the information provided on this form, which is your opportunity to tell us about your skills, knowledge, experience and competencies that make you suitable for this role. All sections must be completed before submitting your application; failure to do so may result in your application being rejected. If you run out of room in any section, please continue on a separate sheet. CVs and covering letters will not be considered and should not be submitted.

Completed application forms must be returned to the HR department at opportunities@oundleschool.org.uk, or via Human Resources, The Bursary, Church Street, Oundle, Peterborough PE8 4EE.

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| **1. Employment history** |
| Please supply a full history in chronological order (with start and end dates) starting with your current/most recent employer, of all employment and self-employment since leaving secondary education.  |
| Name and Address of current or most recent Employer: | Start Date (MM/YY): |
| End Date (MM/YY): |
| Job Title and brief summary of main responsibilities: |
| Reason for leaving: |
| **Employment history (cont.)** |
| Name and Address of Employer: | Start Date (MM/YY): |
| End Date (MM/YY): |
| Job Title and brief summary of main responsibilities: |
| Reason for leaving: |
| Name and Address of Employer: | Start Date (MM/YY): |
| End Date (MM/YY): |
| Job Title and brief summary of main responsibilities: |
| Reason for leaving: |
| Name and Address of Employer: | Start Date (MM/YY): |
| End Date (MM/YY): |
| Job Title and brief summary of main responsibilities: |
| Reason for leaving: |

Please continue employment history on a separate sheet if necessary

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| **2. Education and Qualifications** |
| Please list below all the establishments you have attended, including secondary schools, and any qualifications you have gained. It is School policy to verify essential qualifications for the role as well as those declared on your application form. |
| Name and location | From (MM/YY) | To (MM/YY) | Qualifications attained |
|   |   |   |   |
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Please continue education and qualifications on a separate sheet if necessary

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| **3. Other courses and relevant professional development** |
| Please list any courses you have attended which are required for the position or are relevant to it. |
| Name of course, where completed and qualification attained  | Date completed (MM/YY) |
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Please continue other courses on a separate sheet if necessary

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| **4. Gaps in employment history** |
| Explanations for any periods not in employment, self-employment or further education/training must be provided. |
| Start date (MM/YYYY): | End date (MM/YYY): | Reason |
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| **5. Supporting information / suitability** |
| In this section you should tell us how your qualifications, skills and experience make you a suitable candidate for this position. You should make specific reference to the Job Description / Person Specification and give evidence for each statement, making sure it is relevant to this position.  |
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| **6. Leisure interests** |
| Please provide details of any interests which may benefit your application including extra-curricular activities, particularly if your application is for a teaching role or providing pastoral care. |
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| **7. Driving Licence (only complete if the role you are applying for requires a current valid driving licence)** |
| None / Full / Provisional/ HGV / PSV | Date licence obtained: |
| Do you have the use of a car? YES / NO | Do you have category D1 (minibus)? YES/NO |

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| **8. Referees** |
| Please provide details of three 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 by whom you were most recently employed in work with children.  |
| In accordance with Oundle School’s policy on requesting references, any reference may include dates of employment, job title, key job duties, suitability for the role applied for, details of any safeguarding concerns and level of responsibility.  |
| If you are successful, we may require references from organisations other than those provided, if they are not considered satisfactory. We reserve the right to take up references from any previous employer. Referees may be contacted to verify the reference. |
| In the case of any reference provided by a school which is not provided by the Head, we may seek confirmation of the details in the reference from the Head. Please note we may approach previous employers to verify particular experience or qualifications before the interview. |
| References will not be accepted from relatives or those writing solely in the capacity of friends.  |
| *Teaching applicants only* – One of your referees must be the Head of your current school. If you have been in your current role for more than five years, you may name your line manager as a second referee. Otherwise, your second referee must be the Head of your previous school. If you are currently in your first teaching role, then you must provide a referee from your college or university as well as from a recent employer or work experience provider. |
| **Referee 1 – current or most recent employer** |
| Contact name: | Job Title: |
| Current/most recent employer name and address: | Email: |
| Telephone: |
| May we contact prior to interview?:YES/NO |
| Relationship to referee:  |
| **Referee 2** |
| Contact name: | Job Title: |
| Employer name and address: | Email: |
| Telephone: |
| May we contact prior to interview?:YES/NO |
| Relationship to referee: |
| **Referee 3** |
| Contact name: | Job Title: |
| Employer name and address: | Email: |
| Telephone: |
| May we contact prior to interview?:YES/NO |
| Relationship to referee: |

All offers of employment are subject to the satisfactory completion of required pre-appointment checks outlined in the School’s Recruitment and Compliance Checks Policy.

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| **9. Privacy Notice, Consents, and Declaration** |
| The information that you provide on this application form will only be processed for the purpose for which it has been given. It will not be used for other reasons without your consent. All personal data, including special categories of personal data, is collected and processed in compliance with the principles of the General Data Protection Regulation (GDPR) and you have certain rights in respect of your information. These rights and further information about how the School uses your personal data can be seen in full, in the Applicants Privacy Statement, which is available on the School’s website at [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies). * I declare that the information given on this Application Form is true and complete, to the best of my knowledge.
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
* I understand that my background checks will include online checks, including social media and other websites, according to the School’s Policy. I declare that the information I have provided in my application and additional documents may be used for the purpose of carrying out such a check.
* I have read the information about data protection, and agree to my personal data, including special categories of personal data, being used in the way described above.

In line with the School’s commitment to safeguarding, references about your employment may be requested from your previous employer/s or other parties, named by you, upon the issue of a formal offer of employment. In accordance with Oundle School’s policy on requesting references, any such reference may include dates of employment, job title, key job duties, suitability for the role applied for, details of any safeguarding concerns and level of responsibility.* I consent to Oundle School requesting a reference from my previous employer/s or other individuals/ organisations, named by me in my application for employment. I understand that these may be requested prior to attending an interview or once an Offer of Employment has been made, based on the instructions detailed in my application form.\*
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| Signature & Printed Name: | Date:  |

*Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above. If submitting electronically, you must type your name in to the signature box.*

\*You have the right, if you wish, to withdraw consent to request references at any time. If you wish to withdraw your consent, you should do so in writing to:

Data Protection Compliance Manager

Oundle School

Church Street

Oundle

Peterborough

PE8 4EE

bursar@oundleschool.org.uk

Please also complete the “Supplement to the Application” form, and send both your application form and supplement to the HR department at:

mailto:opportunities@oundleschool.org.uk, or via

Human Resources, The Bursary, Church Street, Oundle, Peterborough PE8 4EE