

Mayville High School Application Form

Thank you for your enquiry

We operate an equal opportunities policy. Your skills and experience are the only things we look at when you apply for a job. This post will require an Enhanced DBS Disclosure

Please complete the application form in **black ink/ball pen**.

Post applied for.....

Surname (in capitals) Forename(s)

Please give details of previous/other Surnames used

Preferred title Mr Mrs Ms Miss Other (Please state)

Home Address

.....

Post Code Email Address.....

Home Telephone Mobile.....

EDUCATION/TRAINING

Please list your educational history; overseas qualifications should be included in this section.
(Proof of your qualifications will be required at interview)

Establishment (Secondary, Further)	From	To	Qualifications/ Grade / Date obtained
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Please list any specialist training courses you have attended which are relevant to this job
(include relevant in-house training courses, First Aid, Child Protection etc – use a separate sheet if necessary)

EMPLOYMENT

Present Job (or most recent job if you are currently unemployed)

Start Date	Finish date or notice required	Name of Employer and Address	Grade/Salary	Position held

Please describe the duties and responsibilities of your present job showing your position within the organisation. You may continue on a separate sheet if necessary.

Previous Jobs (most recent first) **Please note that all time since leaving full-time education must be accounted for,** e.g. training, unemployment or time taken out of paid employment due to caring responsibilities

Dates From/To	Name and Address of Employer	Job Title	Grade/ Salary	Reasons for leaving

EXPERIENCE

- A) Please describe how your skills, experience and personal qualities meet the person specification for this job.
- B) Please explain why you wish to apply for this job.
- C) Please give details of any relevant leisure interests or community work.
You may continue on a separate sheet if necessary.

SPECIAL INTERESTS AND HOBBIES

REFERENCES

Please give the names of two referees who can comment on your suitability for the post. They must not be relatives and one must be from your present or most recent employer.

Referee 1

Name

Address

.....

Post Code

Telephone No:

Email Address

Capacity in which known

May we contact this referee now? Employer
YES/NO

Referee 2

Name

Address

.....

Post Code.....

Telephone Number:.....

Email Address:.....

Capacity in which known

** Please delete as applicable* Employer
May we contact this referee now? YES/NO

Do you hold a current driving licence? YES/NO (please delete)

Do you have use of a car? YES/NO (please delete) Do you have a MIDAS certificate? YES/NO

Asylum and Immigration Act 1996

National Insurance No.

If invited to interview you will be required to show documents to prove your identity and your eligibility to work and reside in the UK will be required at interview. Only original documents (not copies) are acceptable.

Information Requested under the Rehabilitation of Offenders Act 1974 (exception) Order 1975

Normally under the above Act, some criminal convictions do not have to be disclosed after a period of time when they become 'spent'. This does **not** apply to certain posts that are required to have DBS disclosure.

For posts that require DBS disclosure

Due to the nature of the work for which you are applying. This means that you **MUST** answer the following questions about current and **ALL** previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application.

Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.

Please delete as necessary:-

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|-----|---|--------|
| 1) | Have you ever been cautioned, or convicted of any criminal offence?
If yes, please give details of the Caution(s) or conviction(s) and date(s) | YES/NO |
| (2) | Have you been charged with any offence, which has not yet been brought to trial?
If yes, please give details of the charge and the date of the hearing (if known): | YES/NO |
| (3) | Are you known to Social Services in any way?
If yes, please give details: | YES/NO |
| (4) | Have you ever been disqualified from working with children?
If yes, please give details: | YES/NO |
| (5) | Have you ever been refused a position working with children?
If yes, please give details: | YES/NO |
| (6) | Have you lived outside the UK for a period of three months or longer within the last five years?
If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies. | YES/NO |

For Teaching posts only

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| (7) | Are you subject to a prohibition order?
Please provide your Teacher Reference Number & Date of Birth
..... | YES/NO |
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For Childcare Managers, Early Years Staff or Later Years Staff (Children under 8 years)

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| (8) | In accordance with Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009, please confirm below that you are not knowingly "disqualified". | |
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For Management posts only

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| (9) | Are you subject to an s128 direction? | YES/NO |
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I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal. I consent to Mayville High School processing my data.

Signature Date