



Culford

Employment Application Form

Please complete this application form in full.

Save your completed form as a PDF document.

How to apply

Write a letter of application addressed to Mr Johnson-Munday, the Headmaster. This should cover what attracts you to the position applied for, how you feel your experience, skills and personal qualities qualify you for the role, and any other information you would like the selection panel to know. Email your completed application form and letter to the school as directed. Applications will be handled in accordance with the requirements of the Data Protection Act 1998.

1. Personal Information

Title:	<input type="text"/>		
Surname:	<input type="text"/>	Forenames:	<input type="text"/>
Any Previous Surname(s):	<input type="text"/>		
Address:	<input type="text"/>		
	Postcode: <input type="text"/>		
Telephone/Mobile:	<input type="text"/>	Email:	<input type="text"/>

2. Education and Qualifications

Senior School(s) attended:	Dates (MM/YYYY):	A Levels/equivalent, Grades, Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>
Universities or other institutions:	Dates (MM/YYYY):	Degree Titles, Classes, Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other achievements/interests at university:		
<input type="text"/>		
Details of any publications, e.g. newspaper, magazine or website articles written or contributed to:		
<input type="text"/>		

3. Employment History

Starting with your current or most recent position, please provide details of your employment since leaving full-time education. **NB:** To satisfy safer recruitment requirements we need your full employment record. Any gaps between jobs or between finishing education and first employment should be added in Section 4.

Current Position

Name and Address of Employer:

Job Title and brief summary of your main responsibilities:

Dates of Employment (MM/YYYY):

If applicable, please describe the type of school (age range, number of pupils, boarding, day, co-ed etc.):

Salary and package:

Notice period:

Previous Positions

Employment Dates	Details of Employer	Job title and summary of main responsibilities

4. Gaps in Employment

Please give details of any gaps in employment since leaving full-time education.

From (MM/YY)	To (MM/YY)	Reason

5. Personal Statements

Please explain what attracts you to the position:

How do you feel your experience, skills and personal qualities qualify you for the role?

Is there any additional information you would like the selection panel to know?

6. Interests and Activities

Please tell us about your interests and activities outside of work:

7. Referees

Please provide the names and addresses of three referees (at least one to be from your current or most recent employer).

NB: Please indicate whether we may contact your referees directly, without further notice from you. Indicate yes or no in the box alongside each name.

Name: Yes/No:

Address:

Telephone/Mobile: Email:

Occupation: Relationship to applicant:

Name: Yes/No:

Address:

Telephone/Mobile: Email:

Occupation: Relationship to applicant:

Name: Yes/No:

Address:

Telephone/Mobile: Email:

Occupation: Relationship to applicant:

8. Other Information

Equal opportunities: Culford School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of merit and ability.

Please answer YES or NO to all the following questions, providing details as necessary.

Working in the UK

Do you have any restrictions on taking up employment in the UK?
(If you have answered yes, answer the following two questions)

Do you require a work visa to be employed in this country?

If you possess a work visa give details:

Reasonable Adjustments

Do you have a disability that may require reasonable adjustments during the selection process? If yes, please give details below:

Conflict of interest

Do you have any connection with Culford School? If yes, provide brief details below:

9. Safer Recruitment

Culford School is a registered body under the Police Act 1997. This post will require an enhanced DBS check from the Disclosure and Barring Service and a check against the Children's Barred List before an offer of employment. If you have lived or worked abroad for three months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Additional Identification and Disclosure Barring Checks

Date of Birth:

National Insurance Number:

DfE Number:

Passport Number:

This employment is exempt from the Rehabilitation of Offenders Act 1974 and all convictions, cautions and binding-over orders must be disclosed. Answer YES or NO to all questions

Have you ever been convicted of a criminal act? If so give details:

Is there any reason you may not be suitable to work with children? If yes, please explain:

Have there been any Child Protection concerns or investigations about you? If yes, please explain:

Have you have lived abroad for three months or more in the last five years? If yes, give dates and details.

10. Declarations

1. I confirm that this information is, to the best of my knowledge, true and complete.
2. I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and binding-over orders, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on the Children's Barred List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and either I have no convictions, cautions or binding-over orders or I have attached details of any of these in a sealed envelope marked "confidential – not to be opened until the short-list stage if applicable".
3. I understand that, if successful, I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS), and be checked against the Children's Barred List.
4. I understand that in addition to taking up references the School may undertake an internet search of social media and may approach my nominated referees as indicated above for information to verify particular experience or qualifications.
5. I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including any where the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, I understand that a previous employer where I worked with children will be asked about those issues.
6. I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been appointed; and in my possible referral to the police.
7. I agree that Culford School may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of the business.
8. I understand that any offer of employment made by the School will be conditional upon receipt of satisfactory references and medical report.

Signed:

Date: