

CHEAM SCHOOL | APPLICATION FORM

Cheam School, Headley, Berkshire, RG19 8LD
Cheam School Educational Trust Reg. Co. No. 1843219 | Registered Charity No. 290143

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|  POSITION APPLIED FOR |
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|  PERSONAL DETAILS |
| Title (Dr/Mr/Mrs/Miss/Ms) | First name: | Preferred name: | Surname: |
| Previous surnames: |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |
| National insurance number: |  |

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|  TEACHING POSITIONS *(only complete if you are applying for a teaching role)* |
| Teacher Reference Number TRN: |  |
| Do you have Qualified Teacher Status?If yes please state date of qualification | Yes [ ]  No [ ]  |

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|  OTHER INFORMATION |
| Do you know any Governors, employees or volunteers at the school? | Yes [ ]  No [ ]  |
| If yes, who? |  |
| Are you currently entitled to live and work in the UK? | Yes [ ]  No [ ]  |

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|  PRESENT APPOINTMENT *(or most recent)* |
| Job Title / Post held: |  | Dates of Employment:  | From | To |
| Employer / Company / School name & address: |  |
| Status (part time or full time):Please state hours of work |  |
| Main Duties of the Role: |  |
| Current salary:If a part time role please state actual salary. |  | Reasons for Leaving: |  |
| Notice required (when could you start with us): |  |
|  TEACHING POSITIONS *(only complete if your present or most recent role is within a school)* |
| Number on school roll and age range of school: |  | Age range taught: |  |

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|  PREVIOUS APPOINTMENTS |
| Please provide a full history since leaving full time education in chronological order (most recent first). Please include any periods of unemployment and where possible provide explanations for any periods not in employment. |
| Name of employer | Job title and key responsibilities | Type of school/age range/age range taught **(teaching roles only)** | Dates of Employment | Reasons for leaving |
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|  EDUCATION AND ACADEMIC QUALIFICATIONS  In chronological order. Most recent first. |
| Place of study (school/college/university) | Dates/Year | Subjects studied | Grades and Qualifications |
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|  CHILD PROTECTION TRAINING |
| Have you attended any Child Protection training? If so what and when. |  |

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|  PROFESSIONAL DEVELOPMENT |
| Please give details of courses relevant to this application and indicate any awards/qualifications/certifications earned.  |
| Course title | Provider | Duration | Dates | Awards (if any) |
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|  ANY OTHER RELEVANT WORK EXPERIENCE (if you have any other experience that you would like to tell us about please provide details). |
| Type and nature of work experience | Employer | Dates |
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|  DRIVING LICENCE DETAILS |
| Do you hold a full, clean driving licence? | Yes [ ]  No [ ]  |
| Details of any driving offences in the last 5 years: |  |
| Date passed test: |  |

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|  REFERENCES - Please provide details of two referees (three for teaching roles). One should be your current/most recent employer.  |
| May we approach your referees without further reference to you? | Yes [ ]  No [ ]  |
| Reference 1 | Name |  |
|  | Position & company |  |
|  | Address |  |
|  | Telephone number & email |  |
|  | In what capacity do you know the person above? |  |
| Reference 2 | Name |  |
|  | Position & company |  |
|  | Address |  |
|  | Telephone number & email |  |
|  | In what capacity do you know the person above? |  |
| Reference 3**Personal Reference** | Name |  |
|  | Position & company |  |
|  | Address |  |
|  | Telephone number & email |  |
|  | In what capacity do you know the person above? |  |

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|  INTERESTS, HOBBIES & SKILLS  |
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|  WHERE DID YOU SEE THE JOB ADVERTISED |
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|  DECLARATION |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the school will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS) and, where appropriate, a check of the Barred List maintained by the DBS and any offer of employment will be made conditional on obtaining such satisfactory checks. |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes [ ]  No [ ]  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes [ ]  No [ ]  |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Any details of unprotected criminal records may be written here or should be put in a sealed envelope marked ‘Confidential – Disclosure’ and addressed to the Headmaster. |
| Have you been disqualified from working with children, or been prohibited from working with children, or subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency)? | Yes [ ]  No [ ]  |
| I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.Signature: …………………………..………………….……. Date: ……………..…………….…….….Print name: ………………………………………..…….…...  |
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|  DATA PROTECTION |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. If you succeed in your application and take up employment with the school, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.  |

Please return this application form and a covering letter either by post or by email to the recruiting manager named in the Candidate Pack.