**Application Form**

|  |
| --- |
| **Position Applied For:**  |

|  |
| --- |
| **Section 1: Personal Details** |
| Title:Dr/Mr/Mrs/Miss/Ms/Other  | Forename(s): | Surname: |
| Address:Postcode: | Former name(s): |
| Preferred name: |
| National Insurance Number:  |
| Are you currently eligible for employment in the UK? Yes [ ]  No [ ]  Please provide details: |
| **Contact details:**  | Teacher’s R P Number (if applicable): |
| Home telephone: | Mobile: | Are you registered with the GTC for England?Yes [ ]  No [ ]  |
| Work telephone: | Email Address: | Do you have Qualified Teacher status?Yes [ ]  No [ ]  |
| Are you related to or do you maintain a close relationship with an existing employee, pupil, volunteer, Governor or Trustee of Oldham Hulme Grammar School? If so, please provide details.  |

|  |
| --- |
| **Section 2: Education** **Please start with the most recent** |
| **Name of School/College/****University** | **Dates of Attendance** | **Examinations** |
| **Subject** | **Result** | **Date** | **Awarding Body** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Section 3: Other Vocational Qualifications, Skills or Training**Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |
|  |
| **Section 4: Employment**  |
| Current/most recent employer: | Current/most recent employer’s address: |
| Current/most recent job title: | Date started: |
| Brief description of responsibilities: | Date employment ended (if applicable):  |
| Current salary/ salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these. |
| Reason for seeking other employment: |
| Please state when you would be available to take up employment if offered: |

|  |
| --- |
| **Section 5: Previous Employment and/or activities since leaving secondary education**Please continue on a separate sheet if necessary. |
| **Date From** | **Date To** | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Please detail any gaps in your employment history below:- |
| **Date From** | **Date To** | **Reason for gap** |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Section 6: Interests**Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra-curricular activity. |
|  |

|  |
| --- |
| **Section 7: Suitability** Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
|  |

|  |
| --- |
| **Section 8: Criminal Records** |
| Oldham Hulme Grammar School follows safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and an offer of employment is conditional upon the school receiving a satisfactory enhanced disclosure from the Disclosure & Barring Service.Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).

|  |  |
| --- | --- |
| Have you been convicted by the courts of any criminal offence?  | Yes [ ]  No [ ]  |
| Is there any relevant court action pending against you?  | Yes [ ]  No [ ]  |
| Have you ever received a caution, reprimand or final warning from the police?  | Yes [ ]  No [ ]  |

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. |

|  |
| --- |
| **Section 9: References**   |
| Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If you are not currently working with children but have done so in the past, then the second referee should be by the employer by whom you were most recently employed in with children. If you have not been previously employed, please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor’s name should be given. In all cases make sure you use someone who knows your capabilities and can comment on your reliability and is aware of your potential. The School intend to take up references from all shortlisted candidates prior to interview due to safeguarding practices. |
| **Referee 1** | **Referee 2** |
| Name: |  | Name: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
| Occupation: |  | Occupation: |  |
| Telephone Number: |  | Telephone Number: |  |
| Email Address: |  | Email Address: |  |
| May we contact prior to interview? Yes [ ]  No [ ]  | May we contact prior to interview? Yes [ ]  No [ ]  |

|  |
| --- |
| **Section 10: Recruitment** |
| It is the School’ policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period. The School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:[Safeguarding Policy](https://docs.google.com/document/d/1SA87kKyLNyx1J8o87Il0N-AkuslMRjMuoFQVVqFHRBE/edit?usp=sharing) Please take the time to read the School’s [Recruitment, Selection and Disclosure Policy and Procedure](https://drive.google.com/file/d/1kt7bMrXdPy0ikr1eoOk3MV-buKQCcZJ7x8C2scHN-Gw/view):If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months.  |

|  |
| --- |
| **Section 11: Declaration** |
| I confirm that the information I have given on this application form is true and correct to the best of my knowledge.I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body. I confirm that I understand that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.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 consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Dated:** |  |