



ALTON
SCHOOL

APPLICATION FOR EMPLOYMENT

INFORMATION FOR APPLICANTS

Please complete this form in black ink or type in the spaces provided. If you need more space than is provided please continue on an additional sheet of paper.

Please return your completed form to:

Email: recruitment@altonschool.co.uk
Mail: HR Advisor
Alton School
Anstey Lane
Alton
Hampshire
GU34 2NG

DETAILS OF POST APPLIED FOR

Job Title

Please confirm the date you would be able to start work, if successful

PERSONAL DETAILS

Title

Forenames

Surname

Date of Birth*

Former Names (including maiden names) please specify:

National Insurance Number

Religion

Address

If you have lived at this address for less than five years, please provide previous addresses for this period on a separate piece of paper.

Postcode

Contact Details

Please only include contact numbers or email addresses that you are happy for us to use

Day Contact Number:

Evening Contact Number:

Mobile Number (if different):

Email Address:

*The Governing body complies with Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance; these are used for identification purposes and to verify that a full education and employment history has been provided.

DfE Registration Number (Teacher Registration Number)			
Do you have Qualified Teacher Status (QTS)?	YES	NO	Date awarded:
Do you hold membership with other professional bodies?	YES	NO	Date awarded:
Have you lived outside the UK for more than 3 months in the past 5 years? If so, we will need a Police Certificate of Good Conduct from that country	YES	NO	If Yes, please provide details below:
Do you hold a current UK driving licence?	YES	NO	
Do you currently have the right to work in the UK?	YES	NO	If No, please specify your circumstances below:
Do you currently have any children enrolled at Alton School?	YES	NO	If Yes, please specify details below:

EMPLOYMENT HISTORY - DETAILS OF PRESENT EMPLOYER

Post Held					
Responsibilities Held (If applicable)					
Dates Employed (Month/Year)	From:		To:		
Name of Employer					
Address					
Number of Pupils on Roll:		Age Range:		Gender/Mixed:	
Name of LEA (if applicable)			Type of School (Community, Aided, Independent)		
Salary Details	Scale, e.g. Main Scale:		Salary Point:		
	Alternatively, please quote annual salary if you are/were not on national pay scales:			£	
	Additional allowances (state type and annual value):				
	Total annual salary:			£	
	Part-time - Hours			Full-time - Hours	

Reason for Leaving	
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PREVIOUS EMPLOYMENT

Please give details of all previous employers starting with the most recent. Details of any gaps should be recorded in the section marked "Periods When Not Working". Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed from and to (Month/Year)	Position and Responsibilities Held	Salary and Benefits	Reason for Leaving

PERIODS WHEN NOT WORKING

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed.

Date From (Month/Year)	Date To (Month/Year)	Reason

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EDUCATION AND QUALIFICATIONS

Please provide details of any Secondary School, College, University, professional and/or vocational qualifications.

Name of Institution (e.g. School, College, University)	Dates Attended		Courses/Subjects Taken	Grade/Level Awarded
	From (Month/Year)	To (Month/Year)		

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MEMBERSHIP OF PROFESSIONAL BODIES

Please give details of any relevant professional bodies to which you belong:

Name of Professional Body	Membership Status	Date Membership Commenced
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REASONABLE ADJUSTMENTS TO THE SHORTLISTING PROCESS

The School welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take in consideration, to ensure that the shortlisting process is fair in relation to a disability.

STATEMENT OF APPLICATION

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the job description for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

REFERENCES

References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**

- The first referee provided **must** be your present or most recent employer, unless you have not been employed before. If you are currently not working with children but have done so in the past, your second reference **must** be that employer. If you are a Newly Qualified Teacher, one referee **must** be your college tutor.
- If any of your references relate to your employment at a school or college your referee must be the Head Teacher or Principal. If you are a serving (or ex) Head Teacher or Principal, your referee should be the Chair of the Governing Body.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular qualifications.

Referee 1		Referee 2	
Title		Title	
Name		Name	
Occupation		Occupation	
Address		Address	
Postcode		Postcode	
Tel Number		Tel Number	
Email Address		Email Address	
In what capacity do you know the referee? Please specify below:		In what capacity do you know the referee? Please specify below:	

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. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

DETAILS OF ONLINE PROFILE

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Please provide the following information as part of your application:

- Social media platforms on which you have accounts
- Account names for all your social media accounts, including any under nicknames or pseudonym;
- Any websites you are involved with, in or featured on or named on; and
- Any other publicity available online information about you which the School should be made aware

If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. You are not required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

Please supply online details below (please enter none if not applicable):

DECLARATION OF RELATIONSHIPS

Are you related to, or do you have a close personal relationship with, any member of staff or governor of the School?

YES/
NO

If Yes, please provide below his/her name and role, and state your relationship:

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 appointment will be made conditional on obtaining such satisfactory checks.
- I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (*e.g. the General Teaching Council for England, or the Teaching Regulation Agency*).
- 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.

I have declared all former names used and will provide documentation to evidence name changes.

Signature		Date	
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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.