



# St. Aubyn's School

Bunces Lane, Woodford Green, Essex, IG8 9DU  
Tel: 020 8504 1577 Fax: 020 8504 2053 www.staubyns.com

## Job Application Form

|  |  |   |  |
|--|--|---|--|
| <b>Job Applied for:</b>                |  |   |  |
| <b>Job Number:<br/>(if applicable)</b> |  | <b>Please state where you<br/>saw the job advertised:</b> |  |

### Section 1 – Personal Details (Please complete in block capitals)

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Title (e.g. Mr, Mrs, Miss, Ms): \_\_\_\_\_ Previous surname if relevant: \_\_\_\_\_

Address: \_\_\_\_\_

Town or City: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone number (home): \_\_\_\_\_ Email (home): \_\_\_\_\_

Telephone number (work): \_\_\_\_\_ Email (work): \_\_\_\_\_

Telephone number (mobile): \_\_\_\_\_

Do you require a work permit to work in the UK? Yes  No

If yes and applicable, when does your permit expires? (month, year): \_\_\_\_\_

Do you have membership of a professional body? Yes  No

If yes, please give details: \_\_\_\_\_

When would you be able to take up this appointment (notice period required): \_\_\_\_\_

### Section 2 – Current or most recent post

Job Title: \_\_\_\_\_ Full or Part-time: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Contract type (permanent/temporary): \_\_\_\_\_ Dates from/to: \_\_\_\_\_

Present salary (include details of special allowances): \_\_\_\_\_



| Section 4 – Education, Qualifications and Training |                    |                  |                    |  |
|--|--------------------|------------------|--------------------|--|
| Name & Address of School, College or University    | From: Month & Year | To: Month & Year | Title and subjects | Certificate/Qualification Grade/Class gained: (please specify) |
|  |                    |                  |                    |  |

#### Section 5 - References

**2 References are required and must be from your current and most recent employer.**

**Please note: both references cannot be from the same employer.**

**For those still in Education, one reference must be from your Educational establishment and the other a character reference.**

**Please note: your referees may be contacted if you are called for interview.**

**Referee (1):**

|                           |                       |
|---------------------------|-----------------------|
| Title (Mr, Mrs, Miss, Dr) | Name:                 |
| Position:                 | Period Known (years): |
| Employers Name:           |                       |
| Employers Address:        |                       |
|                           |                       |
|                           | Post Code:            |
| Telephone No:             | Email:                |

**Referee (2):**

|                           |                       |
|---------------------------|-----------------------|
| Title (Mr, Mrs, Miss, Dr) | Name:                 |
| Position:                 | Period Known (years): |
| Employers Name:           |                       |
| Employers Address:        |                       |
|                           |                       |
|                           | Post Code:            |
| Telephone No:             | Email:                |

**Section 6 – Your Supporting Statement**

Please use this section to write a supporting statement explaining why you would like to be considered for this role, providing evidence and examples of how you meet the attributes detailed in the job description and person specification. You should also provide details of your skills, abilities, experience (both within and out of work), training, continuous professional development and qualifications and explain how these are relevant to the person specification.

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**Disclosure of relationship:**

Are you related to or have you a close personal relationship with any Governor or member staff of St Aubyn's School: Yes  No

**Rehabilitation of Offenders Act 1974**

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendment to the Exception Order 1975 provides that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at [www.gov.uk](http://www.gov.uk).

**Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)**

Yes  No

If you have answered yes, please supply details of all convictions, cautions, reprimands or final warnings in a sealed envelope marked 'Confidential' to the HR Manager and attach to this form.

If your application is successful, this information will be checked against information from the Disclosure and Barring Service, in line with pre-employment checks and our Safer Recruitment Policy and Procedure.

**Data Protection:**

Under the terms of the Data Protection Act 1998, the information you provide on this form will only be used by St. Aubyn's School for the purpose of assessing your suitability for employment and for personal management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party.

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| <b>Teacher's Registration Number (teaching posts only):</b> |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|

**To be signed by all applicants:**

I understand that any offer of employment is to a) references which are satisfactory to the School b) a satisfactory Enhanced DBS certificate and check of the Barred List c) the entries on this application form proving to be complete and accurate and d) satisfactory medical report, where appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I confirm that the above information is complete, true and accurate, and understand that wilful falsification may result in dismissal if I am appointed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return your completed application form by email to [hr@staubyns.com](mailto:hr@staubyns.com) or by post at the address below marked 'Confidential' for the attention of the HR Manager.

(Reviewed 20June2016)