



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

Job Applied for:			
Job Number: (if applicable)		Please state where you saw the job advertised:	

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): _____

Please describe your current responsibilities: _____

Section 3 – Previous Employment
- Start with most recent employment and continue on a separate sheet if necessary
- You must account for any gaps in employment etc. by providing dates from and to, and the reason why.

Job Title (or reason for gap in employment)	Employer: Name and Address	From: Month & Year	To: Month & Year	Job summary	Final Salary/Scale

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:

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.

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 which enable access to children at a school or establishment of further education, in the course of normal duties, are exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order 1975. This Order (as amended) requires spent convictions and cautions to be disclosed to employers unless they are defined as 'protected'. 'Protected convictions' and 'protected cautions' are not subject to disclosure to employers and cannot be taken into account. Guidance on protected convictions and protected cautions can be found at 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 2018, 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 personnel 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.

Teacher's Registration Number (teaching posts only):							
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To be signed by all applicants:

I understand that any offer of employment is subject 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 consent to the above named referees being contacted for a reference. 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 h4hconsultancy@outlook.com or by post at the address below marked 'Confidential' for the attention of:

**H4HConsultancy
Grey Mare Hill Farm
Kiln Pit Hill
Whittonstall
DH89SJ**

(Reviewed August 22)