**POST APPLIED FOR**

**Section 1 - Personal Details**

Title: Forenames:

Preferred name: Surname:

Former Surname/s (list all):

Address:

Telephone numbers

 Home: Mobile: Work:

Email address:

Date of Birth: (DD/MM/YYYY)

National Insurance Number:

Are you eligible for employment in UK?

Please provide details if not eligible:

If applying for a teaching post, do you have Qualified Teacher Status?

If applying for a teaching post, please indicate your Teacher’s Reference Number:

Are you related to or do you maintain a close relationship with an existing employee, volunteer, or Governor of The Pilgrims’ School?

If so, please provide details:

**Section 2 - Education**

Please start with the most recent. If you are invited for interview you will be required to provide evidence of Degree (and class) as well as grades at A-level and/or GCSE equivalent.

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

Name of Institution

Dates of Attendance (use MM/YYYY) From: To:

Examinations

**Section 3 - Other qualifications, skills and training**

List any courses attended in the past five years which are related to the post you are applying for, or any other qualifications you may have which are relevant.

**Section 4(a) - Current/Most Recent Employment**

Current/Most recent employer:

Job title:

Address:

Date commenced employment:

Date employment ended (unless ongoing):

Brief description of responsibilities:

Current salary and benefit package:

Reason for termination or for seeking other employment:

Please state when you would be available to take up employment if offered the post:

**Section 4(b) - Previous Employment**

Please show previous employment continuously, since completing secondary education.

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

From: To:

Name and Address of Employer:

Position Held/Duties:

Reason for leaving:

Please explain any gaps in your employment history*:*

**Section 5 – Suitability: skills, experience, and knowledge**

Please give your reasons for applying for this post, why you believe you are suitable for the position, and what you will bring to it. Please limit this to **five hundred words** and ensure that your remarks are specifically tailored to The Pilgrims’ School.

|  |
| --- |
|  |

**Section 6 - Interests**

Please give details of your interests, hobbies, enthusiasms and, if you wish, travel and leisure preferences. Please limit this to **one hundred words**.

|  |
| --- |
|  |

**Section 7 - Health**

The Pilgrims’ School is committed to being an equal opportunities employer and welcomes applications from disabled candidates. In compliance with GDPR, we will treat all information confidential.

The information you provide is for monitoring purposes only. No information will be shared with other parties and will be used only for those purposes expressed and does not form part of the recruitment selection process.

The Equality Act 2010 generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities. Please note: If an individual has a condition which fits the Equality Act definition, they should tick ‘yes’ to the following questions even if they do not feel in any way limited by that condition. It is our intension to ensure the recruitment process is accessible and adjustments are in place.

Do you consider yourself to have a disability or health condition under the Equality Act 2010?

If yes, please give further details:

Are there any special arrangements you require to attend or participate in an interview?

If yes, please give details here:

If offered the job (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to put in place to enable you to carry out
the role?

If yes, please give details:

Please note: In accordance with the guidance published by the Department for Education, any offer of employment will be conditional upon the school verifying the successful applicant’s fitness for the role.

**Section 8 – Rehabilitation of Offenders act 1974**

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide 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 on the Disclosure and Barring Service website.

**Have you ever been convicted by the courts of any criminal offence which is ‘protected’?**

**YES / NO**

If you have answered yes, supply details of all convictions in a sealed envelope marked ‘confidential’ and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

**Section 9 – Online Checks**

As part of the shortlisting process, we carry out an online search as part of our due diligence on the shortlisted applicants. This helps identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with the applicant at interview.

To ensure we focus our online search appropriately, please indicate any social media handles, or websites relating to you, in the box below.

**Section 10 – Salary & Benefits**

Please indicate your current salary/pay scale and benefits package, along with any salary expectations for your new role.

**Section 11 - References**

Please supply the name and contact details of two professional referees (who are nor friends or relatives).

At least one referee should be your present or last employer or school.

Please note – if you are shortlisted, we will contact **one** of your referees prior to interview.

**Referee 1**

Name:

Organisation:

Position Held:

Address:

Work Tel: Mobile Tel:

Email Address:

May we contact prior to interview?

**Referee 2**

Name:

Organisation:

Position Held:

Address:

Work Tel: Mobile Tel:

Email Address:

May we contact prior to interview?

**Section 12 - Declaration**

I confirm that the information supplied above is complete and accurate and I understand that any offer of employment is subject to:

* References which are satisfactory to the school
* A satisfactory DBS certificate and check of the Barred list
* The entries on this form proving to be complete and accurate
* A satisfactory medical report, if appropriate

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Name:

Date:

It is helpful for us to understand how you came across our open position. Could you please share how you found out about this opportunity?

Please email the signed and completed application form, along with a separate cover letter to: recruit@pilgrims-school.co.uk