### 

**APPLICATION FORM**

***INTERNAL VACANCIES ONLY***

NAME:

POSITION APPLIED FOR:

The personal data you provide on this form will be used for the purposes of recruitment, employment and statistical analysis only, and if you are not appointed to a post, the form will be destroyed unless you inform us you would like us to keep your details on file.

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| **1 PERSONAL DETAILS** | |
| Surname: | First Names: |
| Title: Mr/Mrs/Miss/Ms/Dr/Other ..................... | Preferred name: |
| Home address: | Address for correspondence (if different): |
|  |  |
|  |  |
|  |  |
| Post code: | Post Code: |
| Tel no: (day) | Email: |
| (eve) | Are you legally entitled to work in the UK? YES/NO |
| (mob) |  |

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| **2 EDUCATION AND QUALIFICATIONS** | | | |
| School  College/University  Please expand this box if more space is required | Dates attended | Qualifications obtained/ Examinations passed | Date |
| Membership of professional institutions and other training/knowledge relevant to this post:  Please expand this box if more space is required | | | |

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| **3 EMPLOYMENT HISTORY**  Please provide **full** details of all previous posts you have held, starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. (Please expand boxes if required). | | | | |
| Present or most recent employer: | | | | |
| Address: | | | | |
| Job Title: | | | From: To: | |
| Brief description of responsibilities: | | | | |
| Reason for leaving/wishing to leave: | | | | |
| Notice required (or when you could join us): | | Current salary: | | |
| Previous employers (most recent first)  Please expand this box if more space is required | Dates | Position held and brief description of duties | | Reason for leaving |

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| **4 ADDITIONAL INFORMATION** |
| Do you have a current clean driving licence (applicable only if duties involve driving) YES/NO |
| Hobbies, interests and anything you wish to tell us about your personal and family circumstances, including any special needs or a disability\* that may require us to make special arrangements for an interview.  Please expand this box if more space is required |
| **5 PERSONAL STATEMENT** |
| Please state why you believe your qualifications and experience fulfil the requirements of this post, and any other information in support of your application.  Please expand this box if more space is required |

\* The Disability Discrimination Act defines disability as a ‘physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities’.

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| **6 CONVICTIONS and ‘SPENT’ CONVICTIONS of a CRIMINAL NATURE** | |
| It is essential that in making an application you disclose 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 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and 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’.  If you have any “unprotected” convictions, cautions, reprimands or final warnings please tick here.  Details of any disclosure should be placed in a sealed envelope marked ‘Confidential’ and, if you are called for interview, brought with you. Any information disclosed will be treated in the strictest confidence. Any offer of appointment will be subject to satisfactory Enhanced Disclosure and Barring Service clearance with Barred List check and a Prohibition Order check.  You must disclose details of any current sanctions imposed by a regulatory body eg the General Teaching Council (prior to abolition) or the National College for Teaching and Leadership. If you have any such sanctions, please tick here. | |
| **7 REFERENCES** | |
| Please give the names of two people who can comment on your suitability for this post.  (This could be two people from DHS.) | |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
| Postcode: | Postcode: |
| Tel no:  e-mail: | Tel no:  e-mail: |
| Relationship: | Relationship: |
|  | |

|  |  |
| --- | --- |
| **8 SIGNATURE** | |
| Signed: | Date: |

**Once completed, please submit this application form as a Word document, by email, to** [**headmistress@dhsfg.org.uk**](mailto:headmistress@dhsfg.org.uk)**.**