**APPLICATION FORM**

PLEASE COMPLETE THIS FORM AND RETURN TO LORRAINE STODDART (SCHOOL BUSINESS MANAGER), WITH A LETTER ADDRESSED TO THE HEADMASTER EXPLAINING YOUR SUITABILITY FOR THE POST. PLEASE ADDRESS ALL THE HEADINGS IN THE JOB AND PERSONAL SPECIFICATIONS.

|  |  |
| --- | --- |
| Title of position applied for: |  |
| Closing date for receipt of applications: |  |
| Guidance notes | Please complete the application form clearly to avoid misunderstanding.  By completing this job application form you are agreeing to Moyles Court School retaining your information on their database in accordance with their Privacy Notice which can be found on the Moyles Court School website by following this link:  [https://www.moylescourt.co.uk/wp-content/uploads/2018/05/Privacy-Notice.pdf](https://www.moylescourt.co.uk/wp-%09content/uploads/2018/05/Privacy-Notice.pdf) |

Moyles Court School is committed to safeguarding and promoting the welfare of children and young people, along with their protection, and expects all staff and volunteers to share this commitment.  The school operates a policy on child protection in line with the recommendations and suggested good working practice laid out by Hampshire Social Services and follows the DCSF Safeguarding Children and Safer Recruitment in Education regulations.

All employees and volunteers at Moyles Court School are required to undertake a DBS check as a condition of their employment/role in school.

Moyles Court, Ringwood, Hants.  BH24 3NF  (Member of the Broadway Group)

Tel. 01425 472856     Fax  01425 474715  E-mail hr@moylescourt.co.uk

Web Site  [www.moylescourt.co.uk](http://www.moylescourt.co.uk)

**Headmaster:  Mr. C. Wardle BA (Hons.) History, P.G.C.E**

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Phone number(s) |  |
| Surname |  | Email address |  |
| Forename |  | Date of birth |  |
| Marital status |  | National insurance number |  |
| Former surnames (if relevant) |  | Are you legally entitled to work in the U.K.? |  |
| Current address (including postcode) |  |  |  |
| Previous address (if at current address for less than 5 years) |  |  |  |
| If you require a work permit please give details of type and length of visa |  |  |  |

**APPLICANTS FOR TEACHING POSTS ONLY:**

|  |  |
| --- | --- |
| DfES Reference no |  |
| Do you have Qualified Teacher Status? |  |
| Surname and Initials |  |

The school will carry out a Teacher’s Prohibition Check through the DFE.

**EDUCATION, ACADEMIC QUALIFICATIONS AND OTHER TRAINING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates | | | | Secondary Schools, College and University | Exams Taken | Subject | Result |
| From | | To | |
| Month | Year | Month | Year |
|  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates | | | | Educational/Professional Qualifications Awarding Body | Exams Taken | Subject | Result |
| From | | To | |
| Month | Year | Month | Year |
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| --- | --- | --- | --- | --- |
| Dates | | | | Training Courses Attended |
| From | | To | |
| Month | Year | Month | Year |
|  |  |  |  |  |
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|  |  |  |  |  |

Candidates invited for interview are requested to bring documents confirming educational and professional qualifications.

**CURRENT OR MOST RECENT APPOINTMENT**

|  |  |
| --- | --- |
| Name of employer |  |
| Address |  |
| Phone number |  |
| Date of appointment |  |
| Date of leaving |  |
| Reason for leaving / wanting to leave |  |
| Notice period |  |
| Position held |  |
| Current salary / salary on leaving |  |

|  |
| --- |
| Please give a brief description of your current duties, including age groups you teach (if you are applying for a teaching position) or with whom you are involved and any position of responsibility you have held:  (You may wish to include a copy of your present job specification) |
|  |

**FULL EMPLOYMENT DETAILS**   A full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment.  Please use additional sheets if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | | | | Employer (Name, Address & Tel. no.) | Position held | Reasons for leaving |
| From | | To | |
| Month | Year | Month | Year |
|  |  |  |  |  |  |  |
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Please detail any gaps in employment below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | | | Explanation |
| From | | To | |
| Month | Year | Month | Year |
|  |  |  |  |  |
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Further relevant experience voluntary or otherwise together with contact details and start and end dates.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | | | | Organisation (Name, Address and Tel. No.) | Details of work |
| From | | To | |
| Month | Year | Month | Year |
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**ETHNIC ORIGIN**

|  |  |  |  |
| --- | --- | --- | --- |
| Please state below your ethnic origin | | | |
|  | **Tick** |  | **Tick** |
| **White** |  | **Black or Black British** |  |
| British |  | Caribbean |  |
| Irish |  | African |  |
| Any other White Background |  | Any other Black Background |  |
| **Asian or Asian British** |  | **Mixed** |  |
| Indian |  | White and Black Caribbean |  |
| Pakistani |  | White and Black African |  |
| Bangladeshi |  | White and Asian |  |
| Any other Asian Background |  | Any other Mixed Background |  |
|  |  |  |  |
| Chinese |  |  |  |
| Any other Ethnic Background |  |  |  |
| Ethnic Background Unknown |  |  |  |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Please give details of your interests and hobbies |  |

**Candidates invited for interview** will be assessed during the selection process, in order to demonstrate they have the necessary skills and that they are suitable to work with children.

During the interview process, candidates will be asked questions that relate to safeguarding and promoting the welfare of children, as well as their protection.

The successful candidate will be required to undergo the standard checks, including a Disclosure and Barring Service (DBS) check relevant to this appointment.  He/she will also be asked to subscribe to the DBS update service by going to [www.gov.uk/government/.../disclosure-and-barring-service](http://www.gov.uk/government/.../disclosure-and-barring-service)and following the Update Service link.

|  |  |
| --- | --- |
| Do you hold a current DBS check? |  |
| Do you subscribe to the DBS update service? |  |
| If you subscribe to the DBS Update Service please give your DBS no. and date completed |  |
| **Please sign** to give permission for us to contact the DBS to confirm your check |  |
| Please **sign** and **date** to give permission for us to keep a copy of your most recent DBS check on file |  |

**TO BE SIGNED BY ALL APPLICANTS:**

I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of my subsequent contract of employment.

Providing false information is an offence and could result in

* The application being rejected
* Summary dismissal if the applicant has been selected
* Possible referral to the Teacher’s Misconduct Team and the Police if appropriate

I am in possession of the certificates that I claim to hold, and I understand that wilful falsification may result in dismissal if I am appointed.

**If selected for interview, please bring your certificates.**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales) and therefore you are not entitled to withhold information about criminal convictions, police cautions, bind-overs and reprimands, including any that would otherwise be regarded as ‘spent’ under the Act.

I have not been disqualified from working with children/prohibited from teaching children, am not on DFE List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (the General Teaching Council).

Please delete as appropriate:

I have no convictions, cautions or bind-overs and I have not been disqualified from working with children/prohibited from teaching children, or on DFE List 99 or the Protection of Children Act List, nor am I subject to any sanctions imposed by a regulatory body (The General Teaching Council).

**OR**

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’.

I understand, too, that any offer of employment may be subject to satisfactory legal clearance.

We have a written policy on the recruitment of ex-offenders, which is made available to all applicants at the outset of the recruitment process, which is in line with the DBS Code of Practice (available on request).  Criminal records will not necessarily bar a candidate from employment.

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |
| Date |  |

**MOYLES COURT SCHOOL**

**Disqualification under the Childcare Act 2006 - Self-Declaration Form**

This form must be completed by all staff working or applying to work in child care, or in a management role at Moyles Court School because they are working with Reception age children at any time; or working with children older than reception until age eight, outside school hours**:**

|  |  |
| --- | --- |
| Name of applicant / employee |  |
| Position in school |  |

1. That I am not disqualified from working with children and not on the children’s barred list.
2. That I have never been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.
3. That no other orders have been made against me relating to my or their care of children
4. That I have never had my registration cancelled in relation to childcare or children’s homes or have been disqualified from private fostering.
5. That I have never been charged or convicted with any offence which took place overseas.

If you are unable to confirm all five points listed above, please list your concerns below:

Please note that if your circumstances change within the next 12 months it is your responsibility to inform the school.

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |
| Date |  |

**REFERENCES**

**Please provide three referees as the School will need to contact previous employers as part of the verification process i.e. pre-appointment checks, if you are short listed for interview.  One referee should be your current or most recent employer.  Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in working with children**.  Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.  The School will contact previous employers ‘in writing’ to obtain written references, which will be verified by a follow-up telephone call.

|  |  |
| --- | --- |
| Referee 1: name and job title |  |
| Capacity in which known |  |
| Email address |  |
| Phone number |  |

|  |  |
| --- | --- |
| Referee 2: name and job title |  |
| Capacity in which known |  |
| Email address |  |
| Phone number |  |

|  |  |
| --- | --- |
| Referee 3: name and job title |  |
| Capacity in which known |  |
| Email address |  |
| Phone number |  |

Please take a moment to check your application form to make sure that you have completed all areas correctly and signed and dated it where indicated.