

APPLICATION FORM

Please return this form with a covering letter outlining your suitability for the position in support of your application. A Curriculum Vitae may be attached if it is felt that this will give a more balanced picture of your qualifications and career.

If requested to attend an interview please bring with you formal identification such as a current passport, birth certificate or photo driving licence, and professional qualifications where relevant (originals only.)

Tring Park School is committed to the principle of equal opportunities for all and seeks to ensure that no employee or potential employee will receive any less favourable treatment on the grounds of race, equality, disability, gender, marital status, age or religious beliefs.

Tring Park School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. It is an offence to apply for a role if you are barred from engaging in regulated activity with children.

Position applied for (i.e. Teacher of French):		
Do you have a preference for a full time or part time role? (if PT state your preferred maximum/minimum hours):		
Would you be interested in assisting with our boarding provision?		
1. Personal details		
Title :	Forename(s):	Family Name:
Address:		Former name: (including maiden name)
Postcode:		Preferred name:
Date of Birth: (optional)*		Nationality:
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.		
Previous address:		Previous address:
Postcode:		Postcode:
Length of time at address:		Length of time at address:

*DOB is optional but is included to facilitate early initial safeguarding vetting.

Contact details

Home telephone: _____

Email: _____

Mobile telephone: _____

Work telephone: _____

Outside Interests:

2. General

Are you currently eligible for employment in the UK? Yes No

Do you have Qualified Teacher Status? Yes No

National Insurance Number _____

Do you have a current full UK driving licence Yes No

Please provide full details of membership of any professional bodies to which you belong:

3. Education

School/College/University	Date from	to	Qualifications Obtained

3. Education (continued)

School/College/University	Date from to	Qualifications Obtained

4. Employment Details

Current or most recent employer

Employer (including address) Position Current Salary	Date started	Date of leaving
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Summary of Duties & Responsibilities

Reason for leaving

Previous employers

Employer (including address) Position	Date started	Date of leaving
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Summary of Duties & Responsibilities

Reason for leaving

Previous employers (continued)		
Employer (including address)	Date started	Date of leaving
Position		
Summary of Duties & Responsibilities		
Reason for leaving		
Employer (including address)	Date started	Date of leaving
Position		
Summary of Duties & Responsibilities		
Reason for leaving		
5. Further employment details		
Please provide a full list of your employment details including dates not included above.		
6. Gaps in employment or education		
Please list the timings and reasons for any gaps in your employment or education history		

7. Further Information

Please explain how your personal qualities and experience make you suitable to this role and the person specification.

Please list any other relevant qualifications and experience, and details of any training courses attended in the last five years.

8. Referees

Please supply addresses, telephone numbers and email addresses of three referees (not relatives), one of which must include your current or most recent employer, and state in what capacity you know them.

Name	Name	Name
Address	Address	Address
Tel	Tel	Tel
Email	Email	Email
Relationship	Relationship	Relationship
May we contact prior to interview/job offer? (Y/N)	May we contact prior to interview/job offer? (Y/N)	May we contact prior to interview/job offer? (Y/N)

9. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

10. Declaration

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) (“Exceptions Order”) provide that certain spent convictions and cautions are ‘protected’ and 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. I have not been disqualified from working with children, am not named on DCSF List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council), and either (please tick as appropriate):

I have no convictions, cautions or bind-overs that are not protected by the Exceptions Order

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential

If you are unsuccessful in your application, this information will be securely destroyed within six months.

I declare that the information I have given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: _____

Date: _____

The attached Equal Opportunities Monitoring form must be completed and returned with your application.

If there is insufficient space on the form then please add a continuation sheet/s and cross reference to section number.