

**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.**

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| **Position applied for:** | | |
| Would you be interested in assisting with our boarding provision (if applicable)? Yes / No | | |
| **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.

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| Contact details  Home telephone: Email:  Mobile telephone:  Work telephone: |
| Outside Interests: |
| **2. General** |
| Right to work in the UK:  I am a national of the UK Yes **□** No **□**  I am a national of a country outside of the UK but I have the right to work in the United Kingdom: Yes\* **□** No **□**  **\*If you have answered yes – please provide details of what right to work you have e.g. spousal visa, ancestral visa etc** |
| Do you have Qualified Teacher Status? Yes **□** No **□**  If yes, please state Teacher Reference 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: |

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| **3. Education** | | | |
| School/College/University | Date from to | Qualifications Obtained |
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**3. Education (continued)**

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| School/College/University | Date from to | Qualifications Obtained | | |
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| **4. Employment Details** | | | | |
| Current or most recent employer | | | | |
| Employer (including address)  Position  Current Salary | | | Date started | Date of leaving |
| Summary of Duties & Responsibilities  Reason for leaving | | | | |
| Previous employers | | | | |
| Employer (including address)  Position | | | Date started | Date of leaving |
| Summary of Duties & Responsibilities  Reason for leaving | | | | |

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| Previous employers (continued) | | |
| Employer (including address)  Position | Date started | Date of leaving |
| Summary of Duties & Responsibilities  Reason for leaving | | |
| Employer (including address)  Position | Date started | Date of leaving |
| 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 other relevant qualifications and experience, and details of any training courses attended in the last five years. | | |

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| **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  Address  Tel  Email  Relationship | Name  Address  Tel  Email  Relationship | Name  Address  Tel  Email  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) |

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| **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. |

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| **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. |

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| 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.**

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| **To help us with our recruitment process please tell us where you saw this job advertised:**   * Tring Park school website * TES * Indeed * Boarding School Association * ISBA * Artsjobs * Rhinegold * The Stage * Personal contact/friend * Other (please state\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |