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| **WADEBRIDGE SCHOOL** | **CONFIDENTIAL**Please complete this electronic application form and return as requested in the advertisement/job description. |
| **APPLICATION FOR A NON-TEACHING APPOINTMENT** |
| Title of post being applied for |   |
| Surname  |   |
| Forename(s) |   |
| Previous Surname(s) |   |
| Postal address |  Post Code:  |
| Email Address |   |
| Telephone Number |   |
| National Insurance Number |   |  |
| Commencement Date | On which date would you be able to start, if appointed?   |
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| **EDUCATION (SECONDARY, FURTHER & HIGHER)** |
| GCSE, A LEVEL (or equivalent), DEGREE, HIGHER DEGREE |
| Name of School, College or University and include dates of attendance | Title of course followed and qualification obtained – if Honours degree – state class | Date awarded |
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| **TRAINING & DEVELOPMENT (Courses etc, within the last three years)** |
| Course / Organising Body & Examinations Taken (please include level/grade where known) | Period of Course and Year |
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| **ALL EMPLOYMENT (INCLUDING CURRENT OR MOST RECENT POST) – PLEASE LIST IN CHRONOLOGICAL ORDER.** |
| Establishment(Name and full address of employer) | Job title and main responsibilities | Salary | FROM(please provide exact date) | TO(please provide exact date) | Reason for leaving (and notice period for current post if applicable) |
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| **REFEREES** |
| Please give two referees. One should be your present employer, or if you are currently unemployed, your last employer, or if you are leaving full time education, your Headteacher. The second should be a person who can comment on your skills and abilities in relation to the job for which you have applied. Additional references may be sought from previous employers, particularly for jobs working with children or vulnerable people. References for shortlisted candidates will be taken up prior to interview unless you request otherwise. |
| Name of referee | Referee One | Referee Two |
|   |   |
| Occupation or position held |   |   |
| Address  |   |   |
| Telephone number |   |   |
| Email address |   |   |
| Relationship i.e. Manager |   |   |
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| **GDPR** |  |

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| In accordance with the General Data Protection Regulations (May 2018) all information given on this application form will only be used to determine the applicant’s suitability for the job and will be kept only for those purposes and equal opportunities monitoring.However, we have a duty to protect the public funds we handle so we may use the information you have provided on this form to prevent and detect fraud, especially Benefits, Council Tax, NNDR, Housing/Rents, salaries, employment pensions and Members allowances. We may also share this information, for the same purposes, with other organisations which handle public funds. It will not be exchanged or sold to any third party.The application form will be held on file in a secure area. Application forms for unsuccessful candidates will be retained for a period of six months before being destroyed.Our GDPR policy can be located on our school website.Data Protection Officer: Mr Chris Wilson. Email: cwilson@wadebridge.cornwall.sch.uk |
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| Are you related to, or have you formed any relationship (personal, financial or professional) with any current member of staff or trustee at Wadebridge School? YES/NOIf yes, please give details:  |
| Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? YES/NOIf you, please give details:  |
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| **SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS** |  |

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| We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all Wadebridge School employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of Wadebridge School. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect.  |
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| **LETTER IN SUPPORT OF YOUR APPLICATION** |
| Please enclose a letter in support of your application of no more than two sides of A4, Font 11.  |
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| **DECLARATION OF CRIMINAL CONVICTIONS** |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be ‘spent’. You should also include details of any cautions, reprimands or final warnings. **Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found at** [**www.gov.uk/dbs**](http://www.gov.uk/dbs)Have you ever been convicted of any criminal offence, whether ‘spent’ or ‘unspent’, as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending? YES/NOIf Yes, please provide details: Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become ‘spent’ immediately, must be considered in relation to this exempt post? YES/NO If Yes, please provide details: Have you ever been barred or restricted from working with children or vulnerable adults? YES/NO If Yes, please provide details: Any subsequent offer of employment will be subject to a criminal record check (enhanced disclosure) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS that Wadebridge School will request my authorisation for such a check to be made.Wadebridge School will also conduct a social media check and other pre-employment screening checks.Signature: Date:  |
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| **YOUR DECLARATION**  |

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| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.Signed: Date:  |