



Collingwood School

Application Form

Name of Applicant:

Position applied for:

Completing your application form

- Please complete the application form electronically in full. It is an essential part of our selection process and the information you give will help us to select candidates for interview. Please note that you are not limited by the size of the answer boxes; they will expand. This is particularly important for sections 5 onwards.
- Please do not enclose a curriculum vitae (CV).
- Please email your application form to schooloffice@collingwoodschool.org.uk

1. Personal Information

Title:	Surname:
	Forenames:
Previous Surname:	
Address:	
<i>Please asterisk the telephone number you would prefer us to contact you on</i>	
Tel No (Home):	
Tel No (Work):	
Mobile No:	
Email:	
Nat. Insurance No:	
DfE No.	

- *Some e-mail accounts (gmail and others) have high security settings so, to ensure we can respond to you, please make sure we are on your safe senders list*

2. Education and Qualifications

Please complete the information under the relevant headings in the tables below

Last school attended	Dates (approx)		A levels or equivalent (+ dates awarded)	Grade
	From	To		
Other achievements/interests at school				

University or other Higher Education institution	Dates (approx) From To	Degree and Awarding Body (+ dates awarded)	Class
Other achievements/interests at university			

Other relevant awards, qualifications and courses attended in the last 3 years (please include any CPD)		
College, Education Centre or Institution	Dates From To	Award/Course Title and Qualification

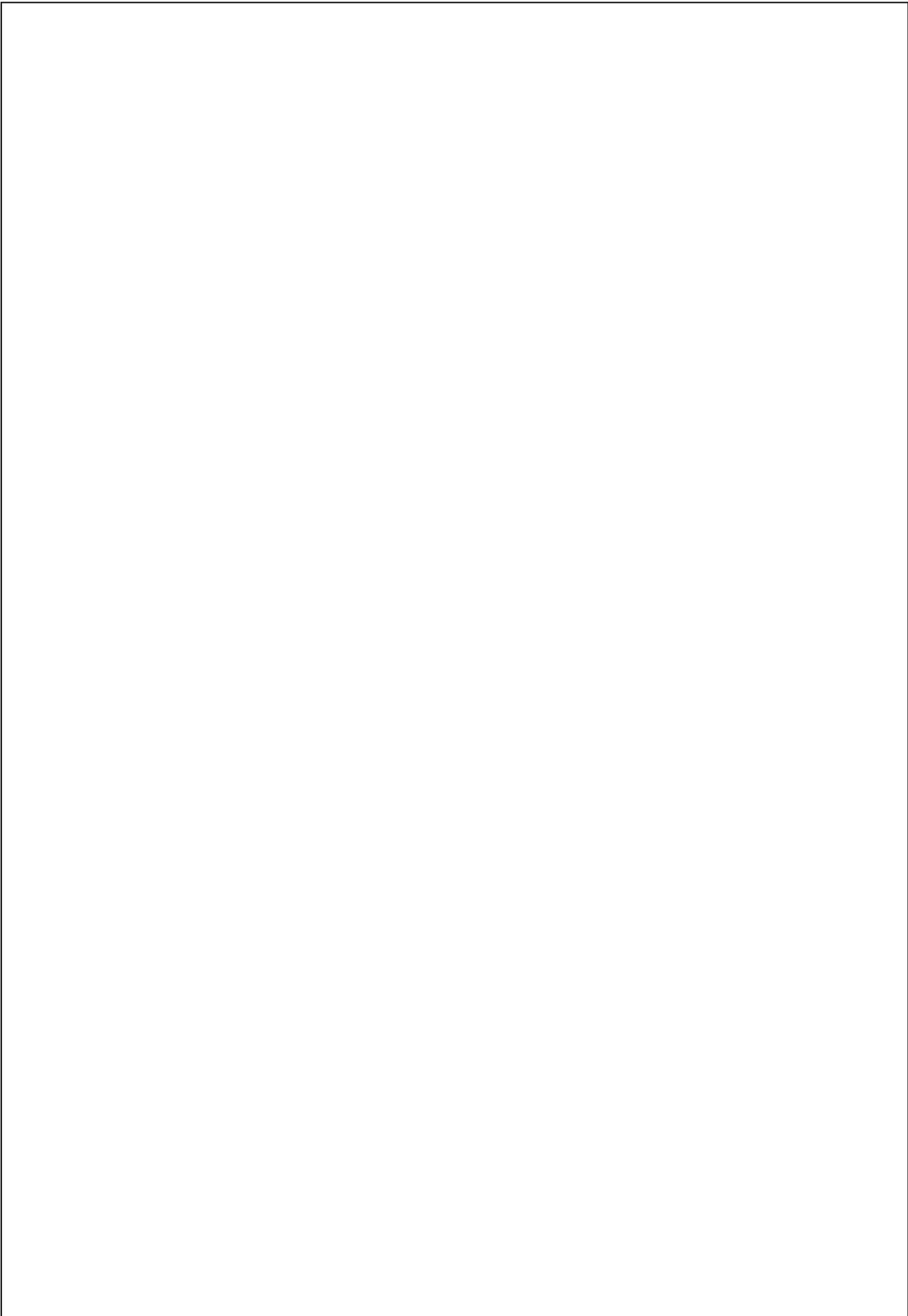
4. Periods when not employed

Please give details of unemployed periods and the reasons for them.

Start date	Finish date	Reason

5. Personal Statement

Please use this section to explain how your experience qualifies you for the requirements of the role, giving examples with impact where appropriate.



6. Additional Information

Please use the space below to tell us about interests and activities outside work, interesting or formative experiences you may have had in the UK or abroad, and any details of your personal life which you would want the Governors to know.

7. Any other comments?

Are there any other comments that you would like to make about yourself or your application?

Please complete this form:

	(please delete as applicable)
Have you ever been convicted of a criminal act? (This employment is not covered by the Rehabilitation of Offenders Act 1974 and all convictions, cautions and bindovers must be disclosed)	Yes/No
Do you have any restrictions on taking up employment in the UK?	Yes/No if yes please answer the following questions
- Do you require a work permit to be employed in this country?	Yes/No
- If you possess a work permit please give details	
Are there any factors you would like taken into account when considering your application, including any special requirements? If yes, please explain:	Yes/No
Is there any reason why you may not be suitable to work with children or vulnerable adults? If yes, please explain:	Yes/No
Have there been any Child Protection concerns/investigations about you in the past? If yes, please explain:	Yes/No

8. Referees

Please provide the names and addresses of two referees (at least one to be from your current or most recent employer).

***IMPORTANT** We may wish to take up references for applicants at any point in the process. May we contact your referees directly, without seeking further notification from you? Please indicate yes or no in the [] alongside each name.

[y/n]* Name
Address
Postcode
Tel No
Email
Occupation
Professional relationship to applicant

[y/n]* Name
Address
Postcode
Tel No
Email
Occupation
Professional relationship to applicant (if applicable)

9. Declarations

I confirm that this information is, to the best of my knowledge, true and complete.

* I know of no reasons, on grounds of mental or physical health why I should not be able to discharge the responsibilities required by the post in question.

* I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfE List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and either (please delete as appropriate) I have no convictions, cautions or bind-overs or I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

* I understand that if successful I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS).

* I understand that references will be requested on short listed candidates and current and previous employers may be approached for information to verify particular experience or qualifications before interview.

* I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including any where the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, I understand that my previous employer will be asked about those issues.

* I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been selected; also in possible referral to the police.

* I agree that the organisation may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of the business. I release the school and my referees from any liability caused by giving and receiving information.

* I understand that any offer of employment made by the school will be conditional on verification of medical fitness.

Signed _____

Date _____

This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. You will need to apply for a new disclosure, even if you already hold one. Former members of staff who re-join us also require fresh disclosures unless less than six months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of six months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Collingwood School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the school.