

EMPLOYMENT APPLICATION FORM



Earlscliffe

POSITION

Position applied for

Date available if offered position?

How did you hear about the position?

PERSONAL INFORMATION

Surname

First Name(s)

Address

Telephone (daytime)

Telephone (evening)

Email

National Insurance number

If selected for interview, is there any additional support needed to help you attend?

DRIVING

Do you hold a current licence?

What class of licence?

Do you have use of a vehicle?



EDUCATION

Institution	Subject / Qualification / Level	Date(s)	Grade
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TRAINING

Provider	Course / Qualification	Date(s)	Expiry
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MEMBERSHIP OF PROFESSIONAL BODIES

Professional body	Type/grade of membership	Membership No.
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EMPLOYMENT (current or most recent)

Current employer

Address

Contact number

Job title

Start date

Salary

Notice period

Finish date (if applicable)

Duties and responsibilities

Reason for leaving

Have you ever been dismissed from a post in a school?



PAST EMPLOYMENT

Include part-time, temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts, please provide information relating to age of pupils and number on roll.

Dates employed	Name and address of employer	Position held / Duties / Responsibilities	Reason for leaving
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REFERENCES

Please give name, address, position and relationship of two referees. One of these should be your current employer or most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative.

Company

Name

Address

Phone number

Email

Can we request the reference prior to an offer of employment?

Relationship to you
(should be your current employer)

Company

Name

Address

Phone number

Email

Can we request the reference prior to an offer of employment?

Relationship to you
(or how do you know this person)

REHABILITATION OF OFFENDERS ACT 1974

If you are invited for interview, you will be asked to disclose, prior to interview, whether you have any unspent conditional cautions under the Rehabilitation of Offenders Act 1974 and whether you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered as 'protected'. This means that they do not need to be disclosed to employers and, if they are disclosed, employers can not take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You may also wish to contact the charities Nacro or Unlock for impartial advice.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service> or email helpline@nacro.org.uk or call 0300 123 1999

Unlock - <http://hub.unlock.org.uk/contact> or call 01634 247350

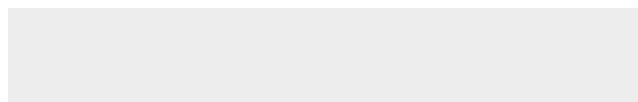


A new Enhanced Level Disclosure and Barring Service (DBS) check of criminal records will normally be required for this post. Access to the application process will be provided. Subscription to the DBS Update Service may be a condition of employment.

Other standard checks before your employment commences may include, as relevant, accessing lists of 'Teachers and Others' prohibited from the profession; Secretary of State directions; Induction and Probation Failures; and sanctions imposed by teacher regulation authorities overseas.

I confirm I have read and understood the above information.

SIGNED



INFORMATION TO SUPPORT YOUR APPLICATION

Please read the job description carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may be gained either through paid employment, domestic responsibilities, voluntary / community activities, spare time activities, education and training.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary.



COMPLIANCE

Do you need special permission to work in the UK?

If yes, do you have a valid work visa?

What is the date of your most recent DBS?

DBS certificate number

Are you registered with the update service?

If yes, do you authorise this being checked by Earlscliffe?

For teaching positions only

Teacher Reference Number

Teacher training route

PRE-EMPLOYMENT HEALTH DECLARATION

I understand that all offers of employment are subject to a satisfactory pre-employment health declaration:

I confirm that I am mentally and physically fit to undertake the role for which I am applying, as described in the job specification, which I have read and understand.

SIGNED

Any false statement may affect any employment or lead to disciplinary action.

The school uses this information only for the purposes of pre-employment assessment.

I understand that all offers of employment are subject to satisfactory health reference requests to present and/or previous employers which could include the following questions:

The number of days you have been absent from work due to sickness in the past twelve months.

The number of episodes of absence this represents.

Your usual level of sickness absence.

If your attendance and/or absence has led to the initiation of any relevant procedures.

Do you consent to us asking for this information?

Yes

No

The School has a policy for managing sickness absence. However, it recognises that some (but by no means all) disabled job applicants may suffer disability related absence and, as such, 'reasonable adjustments' may need to be considered. A further assessment may take place after confirmation of appointment, to determine what reasonable adjustments may need to be considered.



TYPE OF WORK

What type of work are you interested in?

Full-time
Part-time
Flexible
Job share
Term-time only

FURTHER INFORMATION

DECLARATION

I certify that the information provided within this application is a true record

SIGNED

Dated

FOR OFFICE USE ONLY

Date Received:

Date Acknowledged:

Date References Taken Up:

By Phone:

In Writing:

Documents Relating to Eligibility to Work in the UK Checked:

Yes / No

Information from the applicant regarding criminal records checked:

Yes / No

Documents from DBS checked:

Yes / No

DDA Essential Criteria checked:

Yes / No

Medical Screening:

Yes / No

Qualifications Checked:

Yes / No

Signed:

Date:



GUIDANCE NOTES

You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the application form. This advice is designed to help you complete the application form as thoroughly as possible.

When completed, read through your application form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The forms should be returned to the address on the advertisement/Application Form.

How will you know what we are looking for?

The job advertisement describes the skills, experience and qualification we are looking for, and this forms the basis against which you will be assessed. The job description will be enclosed with your application form, to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases.

Do you have what we are looking for?

From the information in the advertisement and job description work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

Immigration, Asylum and Nationality Act 2006

The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

Data Protection

Earlscliffe is collecting data in order to process your application under its Recruitment Policy and will use it for any subsequent employment purposes.

On occasions, Earlscliffe will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.

Should you be unsuccessful with your application, Earlscliffe will destroy your application form after six months of its submission.

Recruitment Monitoring

Earlscliffe is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

Earlscliffe values the rich social and cultural diversity of the local communities and its' students. We will make sure that our workforce and our services reflect that diversity and community needs.

Information

Information you provide in the application form will be treated as confidential.

Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the form, you may have someone complete the form on your behalf.

References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative.

Referees will be sent a copy of the job description.

Education and Training

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taken. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement and job description should tell you whether qualifications are required. Original certificates will be checked upon appointment.

Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all your experience, paid, or unpaid, including, for example voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time, indicate the hours worked per week. Please explain any break in your work experience.

Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and provide evidence that you possess them.



Please complete and return to
recruitment@earlscliffe.co.uk



Earlscliffe
29 Shorncliffe Road
Folkestone
CT20 2NB
United Kingdom

T +44(0)1303 253951
E recruitment@earlscliffe.co.uk
www.earlscliffe.co.uk

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