

# PRIVATE & CONFIDENTIAL



The Schelwood Trust

## Application Form

If completed correctly this form will capture all information that is necessary for your application.

As a matter of policy, only an application made using this form and including answers to all compulsory sections and fields will be considered (unless special circumstances apply and are explained in the Continuation Sheet toward the end of this form). Curricula Vitae will not be accepted. Compulsory sections and fields are marked with an asterisk.

Please email this form to Mrs Karen Crump [karen.crump@beechwood.slough.sch.uk](mailto:karen.crump@beechwood.slough.sch.uk) by the closing date. Forms received after the closing date will not be considered. by the closing date. Forms received after the closing date will not be considered. Please note the privacy notice at the end of the form.

Please highlight which school you are applying to:



Herschel Grammar School



Beechwood School

Position applied for:\*

Closing date:

### Employee Details\*

Preferred Title (e.g. Mr, Mrs, Miss, Ms)

Surname:

Other names:

Home telephone number:

Mobile telephone number:

Email:

Home address:

Please tick this box if you prefer correspondence to be sent by email:

### General Details\*

National Insurance Number:

Are you entitled to work in the UK?

Yes

No

Do you need a Certificate of Sponsorship?

Yes

No

Do you hold a full driving licence?

Yes

No

If you have applied for employment at the School previously please give the date of your application and the position applied for:

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### Qualified Teacher Status / NCTL Instructor

*Note:* This section is compulsory if you are applying for a teaching position.

Do you have QTS?

Yes  No

QTS award date:

QTS Teacher Reference Number:

OR

Are you registered as a teacher or instructor by the NCTL?

Yes  No

Registration date:

Teacher Reference Number (TRN):

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### Current or Previous Employment\*

Employer Name:

Employment began:

Employment ended:

Address:

Job title & brief description of duties:

Type of Employment:

Full Time

Part Time

Notice period required:

Reason for leaving:

Basic Salary:

Details of any additional payments / benefits:

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### Employment History\*

*Notes:*

- Please list all employments since leaving full time education.
- Any gaps in employment must be accounted for in the section that follows.
- All dates given must be accurate.
- Please use the continuation sheet at the end of this form if necessary and supply all six items of information for all employers.
- Dates must be accurate and supplied in dd/mm/yyyy format.

Employer 1

Employer name and address:

Start Date:

End Date:

Job Title:

Salary upon leaving:

Reason for leaving:

Employer 2

Employer name and address:

Start Date:

End Date:

Job Title:

Salary upon leaving:

Reason for leaving:

Employer 3

Employer name and address:

Start Date:

End Date:

Job Title:

Salary upon leaving:

Reason for leaving:

Employer 4

Employer name and address:

Start Date:

End Date:

Job Title:

Salary upon leaving:

Reason for leaving:

## Periods not employed\*

*Notes:*

- Please provide details for all periods after completion of full time education in which you were not employed or working.
- Please use the continuation sheet at the end of this form if necessary. Dates must be accurate and supplied in dd/mm/yyyy format

From date:

To date:

Reason:

From date:

To date:

Reason:

From date:

To date:

Reason:

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## Qualifications\*

*Notes:*

- Details of all qualifications held must be provided. Original certificates of qualifications relied upon in support of your application will be required.
- Please use the continuation sheet at the end of this form if necessary.

### Secondary Education

From date:

To date:

School name and address:

Qualifications:

Awarding Bodies:

Grades:

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Further Education

From date:

To date:

University / College name and address:

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Qualifications:

Awarding Bodies:

Grades:

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Please give details of any other qualifications (e.g. vocational) and include the dates these were awarded:

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Please give details of any professional body you are a member of:

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### Safeguarding Questions\*

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Yes  No

Do 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  Yes  No

Have you ever been issued with a Prohibition Order or Interim Prohibition Order?  Yes  No If 'yes' please provide the expiry date:

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The amendments to the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if, they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found **NACRO** and **UNLOCK**

Filtering process flowchart, DBS vetting (NACRO)  
<https://www.nacro.org.uk/news/nacro-news/db-filtering-regime-changes-to-come-into-effect-end-of-nov/>

What will be filtered by the DBS (UNLOCK)  
<https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

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### Supplementary Questions

Please give details of special areas of teaching interest (for teaching posts only):

If you have any relationship/s with any employee or governor at the School please provide details:\*

Where did you hear of this vacancy?

If you have a condition or disability that requires adjustment/s to this recruitment process, please provide all relevant details:\*

What are your interests or hobbies?\*

## References\*

### Notes:

- Please supply two referees who are in a position to answer questions about your suitability for this position and who are not related to you in any way other than on a professional basis.
- One referee must be from your most recent previous employer. If you have worked with children in the past one referee must be from this employer.
- Internal candidates will please note that the line manager must be one of the referees.
- Please note that as part of our commitment to safeguarding the welfare of children and young people it is our policy to obtain references prior to interview.

### Referee 1

Name of referee:

Telephone number:

Referee's Job Title and Address:

Email address:

### Referee 2

Name of referee:

Telephone number:

Referee's Job Title and Address:

Email address:

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**Declarations:\***

I declare that the information set out in this application form is true, accurate and complete:

I understand that if there are inconsistencies or inaccuracies in the answers I have given these will be investigated.

I understand that if I make a false statement in my application this may result in my application being rejected, any future employment being terminated and / or the matter being referred to the Police:

I have not been placed on either the Childrens' List or the Adults' List. I have not been disqualified from working with children, or subject to sanctions imposed by any regulatory body. I have no convictions, cautions, reprimands or final warnings that are not 'protected':

I understand that Disclosure and Barring Service clearance checks will be undertaken:

Signed:  
*(if electronically by initials or scanned signature)*

Date:

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**Continuation Sheet**

- Note:*
- Please use this to provide any additional details required and explain any special circumstances that prevent you from providing the information required.

## Personal Statement

### Notes:

- Please see candidate's guidance notes.
- Please give your reasons for applying for this position.
- Outline the knowledge, skills, experience and personal qualities that are relevant to your suitability for the advertised post. You may draw on experiences you have gained outside of employment.
- In particular please explain how you meet the person specification and provide clear examples to show this; you will be shortlisted against these criteria.