

Downe House

Employment Application Form

How to complete this application form

You can complete this application form on screen or print it out and complete by hand. Downe House accepts completed application forms by email or post. If you are unable to see the fields for completing please press the highlight fields button at the top right of the screen. This form and the data entered on it can be saved to your computer. Once you have completed your application please save and email to recruitment@downehouse.net, or print and post to HR Department, Downe House, Cold Ash, Thatcham, Berkshire, RG18 9JJ.

To print this form please press the Print Form button.

Applicant Information

Surname: First name(s):

Title: Date:

Position applied for:

Personal Information

Address:

When did you move to this address:

If you have lived at the above address for less than 5 years, please provide past addresses, with dates: (you must specify month and year)

Address for correspondence (if different from above):

Do you have any dependents (state ages)? Yes No Ages:

only required for residential posts

Email: Mobile:

Home: Preferred method:

Marital Status: NI Number:

Ethnic Origin: Nationality:

Required Salary:

Are you legally entitled to work in the UK? Yes No

Do you have a disability, and if so will you require any additional help with our recruitment process? (please give details)

Applicant Information

Do you have Qualified Teacher Status?

Yes

No

Teacher Reference Number:

For nursing staff, state your NMC PIN Number:

Expiry Date:

Current Employment Details (or most recent employment details)

Please specify mm/yyyy for all dates

Name:

Line Manager:

Address:

Type of Establishment:

Telephone No:

Salary Scale:

Position Held:

Full or Part Time:

Number on Roll:

Boys/Girls/Co-ed:
if applicable

From:

To:

Age Taught:
if applicable

Brief Job
Desc:

Reason
for
leaving:

Notice required, or when you could join us:

Present basic salary per annum:

Additional allowances per annum:

Previous Employment Details - Teaching/Work experience in chronological order. If gaps arise, for the period Post-Education to the present day, please explain how you were then occupied. Please specify mm/yyyy for all dates

Name:

Address:

Type of Establishment:

From: To: Telephone No:

Position Held: Full or Part Time:

Number on roll: Boys/Girls/Co-ed:
if applicable

Age Taught:
if applicable Salary Scale:

Name:

Address:

Type of Establishment:

From: To: Telephone No:

Position Held: Full or Part Time:

Number on roll: Boys/Girls/Co-ed:
if applicable

Age Taught:
if applicable Salary Scale:

Name:

Address:

Type of Establishment:

From: To: Telephone No:

Position Held: Full or Part Time:

Number on roll: Boys/Girls/Co-ed:
if applicable

Age Taught:
if applicable Salary Scale:

REFERENCES - these must be professional; friends or relations are not acceptable

The first reference must be your current or most recent employer

Name: Job Title:

Company: Email:

Address: Telephone:

In what capacity is the person known to you:

Name: Job Title:

Company: Email:

Address: Telephone:

In what capacity is the person known to you:

References will be taken up for all candidates who are shortlisted for interview and a contract of employment will not be issued without two satisfactory references being obtained. All referees will be contacted before the interview unless otherwise directed.

Reference Comments:

Information

Protection of children (Provision of the Rehabilitation of Offenders Act 1974 (exceptions) Orders 1975 and 1986

Disclosure of Criminal Background (DBS check) for those with access to children.
Please sign below that you are aware:

The post for which I am applying involves substantial opportunity for unsupervised access to children and is exempt from the Rehabilitation of Offenders Act 1974. I am therefore required to declare any convictions or cautions I may have, even if they would otherwise be regarded as 'spent' under this Act. The information I give will be treated in the strictest confidence. Downe House is also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in the strictest confidence and destroyed after six months. The disclosure of a criminal record will not debar me from appointment unless the School considers that the conviction renders me unsuitable for appointment. In making this decision, consideration will be given to the nature of the office, how long ago it was committed, my age at the time and any other factors which may be relevant.

Please list below all previous convictions, bind-overs and cautions (if none, write NONE).

I have not been disqualified from working with children, I am not named on The Children's Barred List, I am not subject to any other sanctions imposed by a regulatory body. check to confirm

Signed:

Date:

Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light.

Have you recently entered the UK (within the last 5 years) from abroad? Yes No

If yes, do you have a Police check from that country? Yes No

All posts at Downe House require a satisfactory DBS check.

Foreign Nationals or UK residents from abroad must obtain a Police check from their country of origin/residence.

Declaration

I certify that the information given on the form is, to the best of my knowledge, true and complete.

Signed:

Date:

The personal data requested in this application form are necessary for the process of your application and, if successful, will form part of your employment record. In returning the application form you consent to the processing of your personal data by the School for the purposes of considering your application, and if applicable, operating your employment contract. I also understand that, on application, information from this form will be computerised for Human Resources purposes in accordance with the Data Protection Act 1984 and 1998 and Keeping Children Safe in Education guidelines.

By emailing this document to us, you give us your agreement with the declaration and conditions stated above. Applicants will be required to sign their application forms at interview. Please return this completed application form to recruitment@downehouse.net or HR Manager, Downe House, Cold Ash, Thatcham, Berkshire, RG18 9JJ.

Do you know any current employees or Governors at the School? Yes No

If Yes, please provide details:

Where did you see this vacancy advertised?
please give the name of the publication or website

