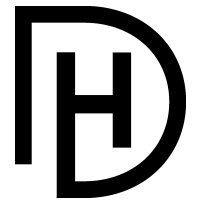


Downe House

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:	<input type="text"/>	First name(s):	<input type="text"/>
Former Names:	<input type="text"/>		
Title:	<input type="text"/>	Date:	<input type="text"/>
Position applied for:	<input type="text"/>		

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):

Email: Mobile:

Home: Preferred method:

NI Number: Required Salary:

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

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:
Schools onlyFrom: To: Age Taught:
Schools onlyBrief 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:
Schools only

Age Taught: Salary Scale:
Schools only

Name:

Address:

Type of Establishment:

From: To: Telephone No:

Position Held: Full or Part Time:

Number on roll: Boys/Girls/Co-ed:
Schools only

Age Taught: Salary Scale:
Schools only

Name:

Address:

Type of Establishment:

From: To: Telephone No:

Position Held: Full or Part Time:

Number on roll: Boys/Girls/Co-ed:
Schools only

Age Taught: Salary Scale:
Schools only

Education

- if there are any gaps in your education i.e. Gap Year, please indicate, with dates

Please specify mm/yyyy for all dates

School:

From:

To:

Address:

College:

From:

To:

Address:

University:

From:

To:

Address:

Other:

From:

To:

Address:

Qualifications

- A Level or equivalent; Certificate/Diploma or Education/Degree; Degree Level or Advanced Level

Please specify mm/yyyy for all dates

Qualification	Subject	University or Institute of Higher Education	Date Achieved	Result / Grade

Any additional skills, training or qualifications which may support your application?

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:

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 2018 and Keeping Children Safe in Education guidelines.

We are committed to safeguarding and promoting the welfare of children and young people and any offer of employment is subject to an Enhanced Disclosure Check (DBS), social media check and satisfactory references, and you agree to these checks being carried out.

If you are shortlisted for interview, you will be required to complete our 'Suitability to work with children: self-declaration form' which must be completed and returned to us prior to interview.

By submitting this document to us, you give us your agreement to the 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

