



Application For Employment

Post Applied for: _____

PERSONAL DETAILS: (Please complete in block capitals and black ink)

| | |
|---------------------------------|--------------------------------|
| Surname: | Address: Post Code: |
| Preferred Title: Mr/Mrs/Miss/Ms | |
| First Name(s): | |

| | |
|--------------------------------|-------------|
| Previous Name: (if applicable) | Tel Home: |
| DfE No (if applicable) | Tel Work: |
| Email Address: | Tel Mobile: |
| National Insurance No. | |

EDUCATION, TRAINING AND QUALIFICATIONS

| Name and address of School Attended | From | To | Full or Part-time | Qualification Gained | Grade | Award Date |
|-------------------------------------|------|----|-------------------|----------------------|-------|------------|
| | | | | | | |
| | | | | | | |

| FURTHER/HIGHER Establishment name and course attended | From | To | Full or Part-time | Qualification Gained | Grade | Award Date |
|---|------|----|-------------------|----------------------|-------|------------|
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DETAILS OF PRESENT OR MOST RECENT EMPLOYMENT

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|--|---|
| Employer: | |
| Title of Post: | Date Appointed: Date Left: |
| Full or Part Time: | Period of notice required: |
| Basic Salary: | Allowances: |
| Reason for wishing to leave current post/leaving previous post: | |

PREVIOUS EMPLOYMENT OUTSIDE EDUCATION

| Employer: | Post: | Full/Part Time | From dd/mm/yyyy | To dd/mm/yyyy |
|-----------|-------|----------------|--------------------|------------------|
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PREVIOUS EMPLOYMENT IN EDUCATION

| Employment Authority and Establishment: | Post: | Full/Part Time | From dd/mm/yyyy | To dd/mm/yyyy |
|---|-------|----------------|--------------------|------------------|
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| Please give details of periods of time not accounted for above which may include unpaid/voluntary work or family commitments: | From dd/mm/yyyy | To dd/mm/yyyy |
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| | | |

OTHER QUALIFICATIONS AND TRAINING COURSES COMPLETED

| Training Course | Date Completed | Qualification (if any) |
|-----------------|----------------|------------------------|
| | | |
| | | |
| | | |

PROFESSIONAL QUALIFICATIONS

| Awarding Body | Date Awarded | Grade of Member |
|---------------|--------------|-----------------|
| | | |
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SUPPORTING STATEMENT:
 Please give details of how you consider your experience, knowledge, skills and personal qualities meet the requirements of the post as outlined in the job description.
 Use a continuation sheet if necessary.

REFERENCES

- Please give the names, addresses and telephone numbers (and email address if applicable) of two referees, who should not be related to you and who we may approach for information about your suitability for the post.
- One Referee must be your current or most recent employer or school/college tutor if this is your first job.
- The second referee should be a previous employer or someone who knows you professionally and can comment on your suitability for the post.
- Please indicate if you do not wish us to approach referees prior to interview by putting an ‘x’ in box below.

| | |
|---------------------------------------|---|
| Name: Address Postcode: | Occupation: Phone Number: Email Address: Capacity in which this referee knows you: |
|---------------------------------------|---|

| | |
|---------------------------------------|---|
| Name: Address Postcode: | Occupation: Phone Number: Email Address: Capacity in which this referee knows you: |
|---------------------------------------|---|

ADDITIONAL INFORMATION

| | |
|--|--------|
| Do you require a work permit to work in the UK? | YES/NO |
| Do you hold a current driving licence? | YES/NO |
| Do you have independent means transport? | YES/NO |
| Are you related to a current member of the School staff or Governing Body? | YES/NO |
| Failure to disclose such information may disqualify you. If yes please give details: | |

DISCLOSURE OF CRIMINAL BACKGROUND

Because of the nature of the work for which you are applying, enquiries will be made of the Disclosure and Barring Service to ascertain whether or not your records reveal any criminal convictions. The School is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act), must be declared except for those to which the DBS Filtering Rules apply (see Appendix A). Having a criminal record will not necessarily bar you from obtaining a position at Aldenham.

- Have you been convicted by the courts for any criminal offence? YES/NO
- Is there any relevant court action pending against you? YES/NO
- Have you ever received a caution, reprimand or final warning from the Police? YES/NO

If you answer ‘YES’ to any of the above, please provide details in a sealed envelope marked ‘confidential’ and return with this form. All information relating to the disclosure of convictions are handled in accordance with the DBS’s Code of Practice, a copy of which is available on request from the School.

ASYLUM AND IMMIGRATION ACT

Under the terms of the Act, it is an offence to employ an employee, or an apprentice aged 16 or over, who has no immigration authorisation to work in the UK. Therefore, should your application be successful you will be required to provide proof of eligibility to work in the UK.

DECLARATION

This application will be processed within the terms specified by the Data Protection Act 1998. I hereby explicitly consent to the School collecting, holding and otherwise processing personal data (including ‘sensitive’ personal data) relating to me for the purposes necessary within the employment process. If you are the successful candidate, relevant information will be taken from the form and used as part of your personal record, held by the Human Resources Department and your immediate line manager.

I confirm that I am not on the DBS Childrens’ Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

I hereby certify that the information given above is correct to the best of my knowledge and that I have not omitted any material facts. I understand that the provision of false or misleading information would be grounds for dismissal, or would preclude me from being offered work with the School.

Signed: Date:

RETURN FORM TO: HUMAN RESOURCES, ALDENHAM SCHOOL, ELSTREE, HERTFORDSHIRE WD6 3AJ.
 TELEPHONE NO: 01923 858122 FACSIMILE: 01923 854410
 E MAIL: vacancies@aldenham.com URL: <http://www.aldenham.com>

APPENDIX A

DBS filtering rules and Spent Convictions

Filtering rules

You are not required to disclose information about spent criminal convictions if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction; **and**
- it is your only offence; **and**
- it did not result in a custodial sentence; **and**
- it does not appear on the list of "specified offences"

You are not required to disclose information about a spent caution if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction; **and**
- it is your only offence; **and**
- it did not result in a custodial sentence; **and**
- it does not appear on the list of "specified offences"

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Spent convictions

| Sentence | Rehabilitation period (in all cases the period commences from the date of the conviction) | |
|---|---|---|
| | Aged over 18 at time of the conviction | Aged under 18 at the time of the conviction |
| Prison sentence for a term exceeding 6 months but less than 2.5 years | 10 years | 5 years |
| Prison sentence for a term of 6 months or less | 7 years | 3.5 years |
| Fines, probation, compensation, community service, reparation orders, curfew orders | 5 years | 2.5 years |
| Absolute discharge | 6 months | 6 months |

Prison sentences of more than two and a half years never become spent