



SHERRARDSWOOD SCHOOL

Lockleys · Welwyn · Hertfordshire · AL6 0BJ

APPLICATION FORM

Section 1: Personal details		
Title:	Surname:	Forename(s):
Former Name:		Preferred Name:
Address:	Date of Birth:	
	National Insurance Number:	
	E-mail Address:	
Telephone Number(s):	Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:	
Teacher's RP/DfE number (if applicable):		
Do you have Qualified Teacher Status?		
Are you related to or do you maintain a close relationship with an existing employee, volunteer, governor or trustee of the School? If so, please provide details.		
Where did you hear about this vacancy?		

Section 2: Education

Please start with the most recent

Name of school/college/university	Date From	Date To	Subject	Result	Date	Awarding Body

Section 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

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Section 4: Interests

Please give details of any interests, hobbies or skills that you could bring to the School.

Section 5: Current/most recent employment

Employer:		Employers Address:	
Job Title:		Date employment started:	Date employment ended:
Brief description of responsibilities:			
Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details:		
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			

Section 6: Previous Employment

Employer:		Employers Address:	
Job Title:		Date employment started:	Date employment ended:
Brief description of responsibilities:			
Salary on leaving:	Did you receive any employee benefits? If so, please provide details:		
Reason for leaving:			

Previous Employment

Employer:		Employers Address:	
Job Title:		Date employment started:	Date employment ended:
Brief description of responsibilities:			
Salary on leaving:	Did you receive any employee benefits? If so, please provide details:		
Reason for leaving:			

Previous Employment		
Employer:	Employers Address:	
Job Title:	Date employment started:	Date employment ended:
Brief description of responsibilities:		
Salary on leaving:	Did you receive any employee benefits? If so, please provide details:	
Reason for leaving:		

Previous Employment		
Employer:	Employers Address:	
Job Title:	Date employment started:	Date employment ended:
Brief description of responsibilities:		
Salary on leaving:	Did you receive any employee benefits? If so, please provide details:	
Reason for leaving:		

Add all previous employment.

Section 7: Suitability
Please give your reasons for applying for this post and say why you believe you are suitable for the position.

Section 8: Sensitive information

The School is an equal opportunities employer and welcomes applications regardless of race, colour, nationality, ethnic or national origins, sex, age, marital or civil partnership status, disability, sexual orientation, religious beliefs or practices.

The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 (as amended) ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Are there any special arrangements you may require to attend an interview? **No**

If yes, please give details:

In accordance with the guidance published by the DfE, any offer of employment made by the School will be conditional upon the School's verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire, the responses to which will be assessed by the School's Medical Officer before any offer of employment is confirmed. There may be circumstances in which it will be necessary for the School's Medical Officer to seek access to your medical records and/or for you to be referred to a specialist clinician.



Section 9: Ethnicity

This School has adopted the practice of ethnic monitoring of all applicants for any post within the School, under the Race Relations (Amendment) Act 2000. You are invited to tick the box which most appropriately describes your ethnic origin. This information is requested to enable us to check that we are complying with our equal opportunities policy and does not form part of the selection procedure. Completing this form is voluntary.

I do not wish to disclose	<input type="checkbox"/>	White: British	<input type="checkbox"/>
African	<input type="checkbox"/>	White: Irish	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>	Mixed White and Caribbean	<input type="checkbox"/>
Asian: Bangladeshi	<input type="checkbox"/>	Mixed White and Black African	<input type="checkbox"/>
Asian: Indian	<input type="checkbox"/>	Mixed White and Asian	<input type="checkbox"/>
Asian: Pakistani	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	Any other Ethnic Group	<input type="checkbox"/>
Chinese	<input type="checkbox"/>		

Section 10: Criminal records

An offer of employment is conditional upon the School's receiving an Enhanced Disclosure from the Criminal Records Bureau (CRB) which the School considers to be satisfactory. If you are successful in your application, you will be required to complete a CRB Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from the School on request).

The School is exempt from 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. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence?

Is there any relevant court action pending against you?

Have you ever received a caution, reprimand or final warning from the police?

If you have answered 'Yes' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Section 11: References

Please supply the names and contact details of two people whom we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references for all shortlisted candidates before interview.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone number:	Telephone number:
Email:	Email:
May we contact prior to interview?	May we contact prior to interview?

Section 12: Recruitment

It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Recruitment Policy is enclosed with this Application Form. Please take the time to read it. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be destroyed after six months.

Section 13: Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on either the ISA Children's barred list or the ISA Vulnerable Adults barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School's completing an online check of my ISA registration.
- I consent to the School's processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School's making direct contact with all previous employers with whom I have worked with children or vulnerable adults in order to verify my reason for leaving that position.
- I consent to the School's making direct contact with the people specified as my referees to verify the reference

Signature:

Date:

Please return the completed application form to:

recruitment@alphaschools.co.uk