Beech Lodge
SCHOOL

Staff Application Form

Applicant's Name	
Position applied for	
Date of commencement	

Please Note:

2 **PLEASE DO NOT**

a. Send a Curriculum Vitae with this form. You may be asked to provide a CV at a later stage of the recruitment process

b. Enclose any certificates with this form. The successful candidate will be required to present original documents in relation to Teaching/other at interview

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Any offer of employment is subject to satisfactory references and enhanced DBS checks.

For official use only	Received By:	Date:	Time:

PERSONAL DETAILS			
Name			
Home Address		**Mobile Telephone No.**	
		Home Telephone No.	
		Please print clearly	
E-mail Address			

EXPERIENCE - MOST RECENT FIRST

School Name	Address	Position held and salary	Dates
			From To
			From To
			From To
			From To
			From To
			From To

POST(S) OF RESPONSIBILITY – MOST RECENT FIRST

School Name	Address	Position Held	Dates
			From To
			From To
			From To

EDUCATION QUALIFICATIONS – MOST RECENT FIRST INCLUDE UNDER GRADUATE & POST-GRADUATE QUALIFICATIONS. THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS			
Qualification	**Awarding University, College or Institute**	**Length of course**	**Year of Award**

OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST:

OTHER RELEVANT EMPLOYMENT EXPERIENCE - MOST RECENT FIRST			
Employer/Project	**Position**	**Duties**	**Dates**
			From To
			From To
			From To

AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER	
Area	**Expertise/Experience**

PLEASE INDICATE HOW YOU CAN CONTRIBUTE TO THE ETHOS OF THIS SCHOOL NOT MORE THAN 500 WORDS

ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION. NOT MORE THAN 150 WORDS

The Disability Discrimination Act

The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? Yes No

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

Do you have <u>any</u> criminal convictions whether spent or unspent? Yes No

If yes please give further information:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within Beech Lodge School you are convicted of a criminal offence you must inform the Proprietorial Board of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring Service

Successful applicants will be asked to apply for a Disclosure & Barring Service (DBS) criminal records check.
A copy of the Criminal Records Bureau Code of Practice is available on request.
Further information about the Disclosure process can be found at www.disclosure.gov.uk

Referees

Please Note:

1. Please include one referee from your current place of employment who knows you in a professional capacity
2. Close relatives and friends should not be listed as referees
3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers at which referees can be contacted (three if possible) are given.
4. Referees will be contacted prior to interview

NAMES & CONTACT DETAILS OF REFEREES			
Referee 1		**Referee 2**	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number:		Work Tel Number:	
Home Tel Number:		Home Tel Number:	
Mobile Tel Number:		Mobile Tel Number:	

Signature _____

Date _____

Please return completed application form to Beech Lodge School, 13 Home Farm, Honey Lane, Hurley, Berkshire SL6 6TG or email to admin@beechlodgeschool.co.uk