

EMPLOYMENT APPLICATION FORM

Position applied for:

1. Personal Details

Name in full (including title):		
Previous name(s) or aliases (and dates used):		
Permanent Address:	Address for correspondence (if different):	
Post Code:	Post Code:	
Email address:		
Telephone (Daytime):	Telephone (Evening):	Mobile:

2. References

Please indicate two people who can provide references – one of whom should be your current/most recent employer, the other from a separate organisation. Unless indicated to the contrary by the applicant, it is Queen Margaret's policy to take up references prior to interview.

Name	Address and email (including postcode and telephone number)	Position	Permission to contact prior to interview?
1.			
2.			

3. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications including secondary and all post secondary qualifications. Continue on a separate sheet if necessary.

School/College/Institute	Dates from-to	Examinations taken and/or qualifications obtained	Result

4. Professional Qualifications

Institute or Professional Body	Qualification obtained	Date Obtained

5. Further Education and Employment History

Please provide details of **all** positions held and of all training/further education, employment, self employment, voluntary work and/or career breaks since leaving secondary education in chronological order. **Please start with your most recent position.** Please ensure you include explanations for any periods not covered by the foregoing. Continue on a separate sheet if necessary.

Starting with your most recent, please list all employment.			
Dates From - To	Employer/Training Establishment (name and address)	Job title (inc brief description of duties)	Reason for leaving
What is your current/most recent salary? Notice period with current employer?		How did you find out about the vacancy?	
Are there any restrictions on i) your right to remain in the UK and /or ii) your ability to be employed legally in the UK?			
If Yes, please provide details:			

6. Additional information

Why have you applied for this position?

Please give details of leisure activities and interests outside of work along with any clubs or associations to which you belong.

Please supply any further information which you feel is relevant in support of your application, including future career objectives.

You may provide further information to support your application by way of a covering letter, however this should not be at the expense of completing the application form in full.

7. Criminal Convictions/Criminal History

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head, Clerk or Bursar. If you would like to discuss this beforehand, please telephone, in confidence, the Head, Clerk or Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Declaration:

**I have nothing to declare
(please delete as appropriate)**

I enclose a confidential statement

8. Declaration

I declare that I know of no reason, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by this post. I understand that any offer of employment made by Queen Margaret's School is conditional on verification of medical fitness and that I will be required to complete a Medical Questionnaire and undergo such further examination as the School may require.

I confirm that the information I have given in this application form including, any supporting documentation, is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR if appointed, may result in my subsequent dismissal.

I have read and understand the Queen Margaret's School Recruitment and Selection Policy and confirm that my application is submitted in accordance with that policy.

Signature Date

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. Your personal information will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may check the information collected with third parties or with reference to other information held by us. Your details will not be passed to any third parties unconnected with School, except where required by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with the Data Protection Act 1998.