

Application Form

Gayhurst School

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| **Position applied for:** |  |

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| Section 1 – Personal Details | | | | |
| Title: | | Forename(s): | Surname: | |
|  | |  |  | |
| Date of Birth: | | | Former Name: | |
| Address: | | | Preferred Name: |  |
|  | | | National Insurance Number: | |
| Are you currently eligible for employment in the UK?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No |   Please provide details: | |
|  | |
| Telephone Number(s): | | | Teacher Registration Number:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | / |  |  |  |  |  | | |
| Home: |  | |
| Mobile: |  | | Do you have Qualified Teacher Status?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | |
| Work: |  | |
| Email Address: | | | | |
| Have you read the School’s Safeguarding Policy?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of Gayhurst? If so, please provide details: | | | | |
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| Where did you learn about this position? | | | | |
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| Section 2 – Sanctions, Restrictions and Prohibitions | | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country? | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | |

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| Section 3 – Education  Please start with the most recent | | | | | |
| **Name of School**/**College**/**University** | **Dates of Attendance** | **Examinations** | | | |
| *Subject* | *Result* | *Date* | *Awarding Body* |
|  | From: |  |  |  |  |
| dd/mm/yy |
| To: |
| dd/mm/yy |
|  | From: |  |  |  |  |
| dd/mm/yy |
| To: |
| dd/mm/yy |
|  | From: |  |  |  |  |
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| To: |
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| Section 4 – 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. |
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| Section 5 – Employment | | | | |
| Current/most recent employer: | | Current/most recent employer’s address: | | |
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| Current/most recent job title: | | | | Date started: |
|  | | | |  |
| Brief description of responsibilities: | | | | Date employment ended (if applicable): |
|  | | | |  |
| Current salary/salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these: | | | |
|  |  | | | |
| Reason for seeking other employment: | | | | |
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| Please state when you would be available to take up employment  if offered: | | |  | |

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| Section 6 – Previous employment and/or activities since leaving secondary education (inc. an explanation of any breaks in employment)  Please continue on a separate sheet if necessary | | | |
| **Dates** | **Name and address of employer** | **Position held and** / **or duties** | **Reason for leaving** |
| From |  |  |  |
| dd/mm/yy |
| To |
| dd/mm/yy |
| From |  |  |  |
| dd/mm/yy |
| To |
| dd/mm/yy |
| From |  |  |  |
| dd/mm/yy |
| To |
| dd/mm/yy |

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| Section 7 – Interests  Please give details of any interests, hobbies or skills that you could bring to Gayhurst School for the purposes of extra-curricular activity |
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| Section 8 – Suitability  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| Section 9 – Criminal Record | |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.  All posts involving direct contact with vulnerable children are 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. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form). 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 set out in the School's Recruitment Policy.  It is a condition of your application that you answer the questions below. Before doing so please read Appendix 1.  The post is also subject to self-declaration under the Childcare Act 2006 and a satisfactory check of the Prohibited List. | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1). | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| Is there any relevant court action pending against you? | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| If answering "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. | |

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| Section 10 – References  Please supply the names and contact details of two people who we may contact for references. Two of these must be professional references, one must be your current or most recent employer. If your current/most recent employment does / did not involve work with children, then your second reference should be from your employer with whom you most recently worked with children. None of the referees should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates. | |
| *Referee 1 (should be your current/most recent employer)* | |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Address: |  |
| Tel. No: |  |
| Email: |  |
| May we contact prior to interview?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | |
| Referee 2 (professional reference) | |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Address: |  |
| Tel. No: |  |
| Email: |  |
| May we contact prior to interview?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | |

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| Section 11 – 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 appointments 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 and Safeguarding Policy is available on request.  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 confidentially destroyed after six months. |

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| Section 12 – 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 the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, whether of the UK or any other country. * I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008. * 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 processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I understand any offer of employment is subject to references which are satisfactory to the School and a satisfactory medical report/statement, if appropriate. * I consent to the School making direct contact with the people specified as my referees to verify the reference. | | | |
| Signature: |  | Date: |  |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13. | | | |

**Please send your completed Application Form to the Bursar, Mrs Vanessa Lakatos by post: Gayhurst School, Bull Lane, Gerrards Cross, Buckinghamshire SL9 8RJ**

**and/or via email: vlakatos**[**@gayhurstschool.co.uk**](mailto:tdsa@gayhurstschool.co.uk)

**Thank you**

# Appendix 1

# Spent convictions and the DBS filtering rules

## Spent convictions

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| Sentence | Rehabilitation period  (in all cases the period commences from the date of the conviction) | |
|  | Aged over 18 at the 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 are never considered spent.

## Filtering rules

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

* 11 years have elapsed since the date of conviction;
* it is your only offence;
* 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 in relation to an offence committed in the United Kingdom 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;
* it is your only offence;
* 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>