



Gosfield School EMPLOYMENT APPLICATION

Notes for applicants are set out on Page 5 and should be read carefully before completing the form

Application for appointment as :

1. PERSONAL DETAILS *(Block letters please)*

Surname and Title :	Forename (s) :
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Private address: Telephone No: Mobile No: Email address:	National Insurance No : Are you eligible to work in the UK? YES/NO
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Address for correspondence if different from above (eg. Students in College)

2. HIGHER EDUCATION (in chronological order)

Place of Study (University, College)	Dates Month and Year From To	F/T or P/T	Main Subjects	Subsidiary Subjects	Qualifications Gained (Degree, Cert, Diploma etc) & class of degree

3. OTHER COURSES ATTENDED WITHIN LAST FIVE YEARS

Course Details	Date Month and Year	Course Details	Date

4. SCHOOLS ATTENDED

Name of School(s) and Address	Period of Attendance		GCSE Examinations or equivalent	A Level Examinations or equivalent	Other Examinations
	From	To	Subjects and Grades	Subjects and Grades	Subjects and Grades

5. INDUSTRIAL, PROFESSIONAL, CLERICAL OR SOCIAL WORK AFTER THE AGE OF 18 YEARS (including HM Forces) Please explain any gaps in employment.

Name of Employer (s)	Exact Details & Nature of Work	Period of Service		F/T or P/T	Reason for leaving
		Month and Year From	Year To		

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6. PRESENT POSITION (*Block letters please*)

Name of Employer : Type of Business : Address : Telephone No :

Description of post held :			
Date of appointment (Month and Year):	Full or Part-time :	Gross Annual Salary:	Period of Notice :

8. Are you related to any member of the Governing Body? YES/NO

If YES, please state the name of the person and relationship (see notes)

9. Please state the publication or website in which you saw this post advertised.

10. REFEREES

It is expected that candidates will name their present or most recent employer as their first referee. Note: If you were known to either of your referees by another name, please give details. In some cases it will be necessary to refer to the employer.

Please note that references will be taken up prior to interview

1. Name	2. Name
Address	Address
Tel. No.	Tel. No.
Fax.	Fax.
Email	Email
In what capacity do you know the applicant:	In what capacity do you know the applicant:

Please support your application form with a letter which should include the reason why you are applying for the post and any other information which you consider appropriate.

Ensure that **all periods post 18 years of age** are accounted for in the above details. This is important for the purposes of safeguarding and assessment of salary.

DISCLOSURE OF CRIMINAL CONVICTIONS

Gosfield School is a registered charity providing education for boys and girls and is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

Declaration of Criminal Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information about convictions, past cautions or prosecutions pending. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions.

Have you ever been convicted of a criminal offence? YES/NO

If YES, please give details on a separate sheet and place in a sealed envelope addressed to the Principal, all convictions, bind-overs and cautions, including "spent" and "unspent" convictions and cautions. Please also detail if you are on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. General Teaching Council (GTC).

Are there any other circumstances relevant to your appointment as a teacher which ought to be declared?

DATA PROTECTION ACT

Gosfield School ("we" or "us") is committed to data protection and data privacy. With the General Data Protection Regulation (GDPR) enforced from 25 May 2018, we have undertaken a GDPR readiness programme to review our entire business, the way we handle data and the way in which we use it to provide our services and manage business operations.

We hold personal data on all our employees to meet legal obligations and to perform vital internal functions. This notice details the personal data we may retain, process and share with third parties relating to your employment and vital business operations. We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure personal data we hold.

I certify that, to the best of my belief, the information I have entered is true, and I understand that any false information or failure to discuss criminal convictions may, in the event of employment, result in dismissal or disciplinary action by the Governing Body

Signed _____

Date _____

NOTES FOR APPLICANTS

- This application form should be completed in no smaller than size 10 font.
- Any personal information entered on this form may be held on computer files.
- No other material need accompany this form except a letter of application. Testimonials should **not** be enclosed.
- Original documentary evidence of status (including Degrees and Diplomas) **will** be required of successful applicants.
- The expenses of the candidate appointed will not be paid until he or she takes up duty. The expenses of a candidate who is offered but refuses to accept an appointment will not normally be paid.
- Canvassing of Governing Body members by or on behalf of an applicant whether directly or indirectly is forbidden.
- Failure to disclose a family relationship to any Governing Body member may disqualify the applicant.