Application Form

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| **Position applied for: Head of Boarding** | | | | | | | | | | |
| **Section 1: Personal Details** | | | | | | | | | | |
| Last Name: | Forenames: | | | | | | | | | |
| Title: Dr/Mr/Mrs/Miss/Ms/Other | | | | | | | | | | |
| Former last name(s): | Preferred forename: | | | | | | | | | |
| Teachers registration no, (if applicable): ⎕⎕/⎕⎕⎕⎕⎕⎕ Do you have qualified teacher status (QTS)? Yes ⎕ No ⎕ | | | | | | | | | | |
| To enable us to complete our thorough safeguarding checks, a search of your social media accounts will be conducted on short-listed candidates. Please provide user information below in order that this can be carried out. | | | | | | | | | | | |
| Address:  Postcode: | Home number: |  | | | | | | | | |
| Mobile Number: |  | | | | | | | | |
| E-Mail address: |  | | | | | | | | |
| Instagram: |  | | | | | | | | |
| Twitter account: |  | | | | | | | | |
| Facebook username: |  | | | | | | | | |
| Are you eligible for employment in the UK?  Yes ⎕ No ⎕ | | National Insurance Number: | | | | | | | | |
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| Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them. | | | | | | | | | | |

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| **Section 2: Safeguarding and Child Protection** |
| Have you read the School's Safeguarding Policy? Yes ⎕ No ⎕ |

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| **Section 3: Employment** | | | | | |
| Current/Most recent employer: | | | | | |
| Current/Most recent employer’s address | | | | | |
| Current/most recent job title: | | | | | |
| Date started: (dd/mm/yy) | Date and reason employment ended: | | | FTE Current salary/Salary on leaving: | |
| Do you/did you receive any employee benefits? Yes ⎕ No ⎕ | | | Please provide details of benefits: | | |
| Notice period: | | Full time/Part time (circle as appropriate) | | | Hours worked per week: |
| Reason for seeking other employment: | | | | | |
| Description of duties of current/most recent position: | | | | | |

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| **Previous employment and/or activities since leaving secondary education.**  Please continue on a separate sheet if necessary. | | | |
| Dates | Name and address of employer | Position held and duties | Reason for leaving |
| From/to: |  |  |  |
| From/to: |  |  |  |
| From/to: |  |  |  |
| From/to: |  |  |  |

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| As you are applying to work in a school you must provide full details your employment and education history. If there are any gaps in the chronology above, e.g. looking after children, sabbatical year, please give details and dates below, and continue on a separate sheet if necessary. | |
| Dates: | Reason for gap/s: |

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| **Section 4 References:** | | |
| Please supply the names and contact details of two people who we may contact for references. These should be persons of appropriate standing with direct knowledge of your professional work and should include your present or most recent employer. If your current or most recent employment does/did not involve work with children, then your second referee should be from your 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 will take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | |
| **Referee 1** | **Referee 2** |  |
| Name: | Name: | |
| Job Title: | Job Title: | |
| Organisation: | Organisation: | |
| E-Mail Address | E-Mail Address | |
| Tel. No. | Tel. No. | |
| Address: | Address: | |

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| Have you lived outside the UK for more than 3 months in the last five years? If, Yes, please give dates: |

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| Please state where you saw the advert for this position: |

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| **Section 5: Education and training** | | | | | |
| Please provide details of your education at secondary level and above starting with the most recent. | | | | | |
| Name of school/college/university | Date of attendance | Examinations | | | |
|  | From/to: | Subject/Award/Qualification/Grade | Result | Date | Awarding Body |
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|  | From/to | Subject/Award/Qualification/Grade | Result | Date | Awarding Body |
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|  | From/to: | Subject/Award/Qualification/Grade | Result | Date | Awarding Body |
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|  | From/to: | Subject/Award/Qualification/Grade | Result | Date | Awarding Body |
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| **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 6: Interests** |
| Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. |
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| **Section 7: 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 are 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 8: Data Protection** |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy. We may check the information provided by you on this form with third parties. 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 9: 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. Please note, it is an offence to apply for the role if you have been barred from engaging in regulated activity relevant to children.  **The School's Recruitment, Selection and Disclosure Policy; Recruitment Privacy Notice; Safeguarding Policy; Data Protection Policy and the Child Protection Policy are available on the School's website. Please do take time to read them as they contain important information regarding applying to, and working in a school.** |
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| **Section 10: Declaration** |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and online searches of your Twitter and Facebook accounts will be any offer of appointment will be made conditional on obtaining such satisfactory checks.  Shortlisted candidates will be asked to compete a self-declaration of their criminal record (or information that will make them unsuitable to work with children). Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK.  I certify that, to the best of my knowledge and belief, the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment, or after appointment could lead to disciplinary action or dismissal. I acknowledge that, where this form is submitted electronically and without a signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of this declaration.  Signed:  Date: |

**Please return to** [**recritment@twyfordschool.com**](mailto:recritment@twyfordschool.com) **or by post to: Twyford School, High Street, Twyford SO2 1NW**