APPLICATION FORM
ACADEMIC STAFF

Seaford College

Position applied for:		
Personal Information		
Title :	Forename(s):	Surname:
Address:		Former name(s): Preferred name:
Tel: (Mob) Tel: (Home/Other)		Email:
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.		
Previous address:		Previous address:
Postcode:		Postcode:
Length of time at address:		Length of time at address:
Where did you see this job advertised?		National Insurance Number:

References Please provide at least two professional referees. One referee should be your current or most recent employer. Referees should not be a relative or close personal friend, be someone professionally known to you for two or more years.	
Referee 1 Name: Position: Business: Address: Email: Telephone No: Relationship of referee to you: May we approach prior to interview? Y / N	Referee 2 Name: Position: Business: Address: Email: Telephone No: Relationship of referee to you: May we approach prior to interview? Y / N

General			
Do you have Qualified Teacher Status?	Y/N	QTS Date	TRN No
Do you have a current full Driving licence	Y/N	Date	No

Academic and Vocational Qualifications			
Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

Professional Development			
<u>Long Courses (attended during last 3 years)</u>			
Name of Course (and award/grade obtained if gained)	Provider	Full time/ Part time or seconded	From - To
<u>Short Courses attended</u>			
Further Education and Career History			
Course details	**Provider**		**Date**

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

Further Education and Career History

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.		
Employer/Training Establishment (including dates From - To)	**Position held (including subject taught and at which level)**	**Reason for leaving / Salary**

Please set out in detail, giving examples where you can of how your skillset meets with the required skills for the role.

Interests – please give some examples of your outside interests

Additional information

Do you know / are you related to any person, staff member, volunteer or governor, working or with a close association to Seaford College and if so please provide full details of how you know them? Y/ N

Have you ever applied for employment previously to Seaford College? If so, please provide details and outcome. Y / N

Do you have the right to take up employment in the UK? Y/ N

Have you worked, lived or travelled outside the UK for more than 3 months in the last 10 years? Y / N

If so please give details:

If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work? Y / N

If you are disabled, please give details of any special arrangements you would require enabling you to attend interview.

In line with Safer Recruitment guidelines, all applicants are required to confirm and/or disclose certain information as part of the recruitment process. Any refusal to provide this information or any failure to give truthful information would be a ground for refusing employment.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Y / N

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Y / N

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. If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

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 any offer of appointment will be made

conditional on obtaining such satisfactory checks I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).*
I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.
Signature: _____ Date: _____
Please return your completed application form to: **athornley@seaford.org** . *All offers of employment are subject to full compliance with enhanced Disclosure and Barring check, prohibition and social media checks and references to our satisfaction.*