

Date Valley School

Company number: 06845508 Registered Charity number: 1136298
Mitcham Court, Cricket Green, Mitcham, Surrey, CR4 4LB
Telephone: 0208 648 4647· Tel: 07980299717 Email: managingdirector@dvst.org.uk



Staff Application Form

There are three parts to your application:

Part 1: The application form

Part 2: Supporting knowledge and skills profile showing how you meet the requirements for the advertised role

Part 3: The self-disclosure form (A separate document, please see the application pack)

PART 1

Job details	
Post applied for	
School	Date Valley School Trust
If appointed when can you start	

Personal details	
Title (Mr, Mrs, Miss, Ms)	
Last Name	
First name/s	
Middle name/s	
Previous name/s	
Address and postcode	
Email address	
Correspondence address (if different from above)	
Daytime telephone number	
Home telephone number	
Mobile telephone number	

Additional personal details	
Teacher's Reference Number	
Date Qualified Teacher Status awarded in the UK	
QTS Number	
National Insurance Number	

Current or most recent post				
Name & Address of employer				
Telephone no				
Position title				
Date appointed				
Current pay point and salary				
Additional allowances (Please specify)				
Are you still employed by this establishment?				
Date and reason for leaving (if applicable)				
Employment history				
<ul style="list-style-type: none"> • Please list most recent experience first • Please account for gaps in employment 				
Name of school /employer & full address	Type of school	Post held	Period of service From - To (exact dates)	Reason for leaving

Gaps in employment (please account for gaps in employment)

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Declaration by applicant**Safety and welfare of children**

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?
If yes, please give details.

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Disciplinary record

Have you ever been dismissed from employment for a reason other than redundancy?
If yes, please give details.

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Have you ever been suspended or subject to disciplinary action in any employment?
If yes, please give details.

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Health

Please note that the successful candidate will be required to complete a medical questionnaire.

Disability

Do you have a disability as defined by the Equalities Act 2010?
If yes, please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job.

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Disclosure and Barring Service (DBS)

Do you hold an Enhanced DBS Certificate of Clearance?

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If 'YES', please state the disclosure number and date of your certificate

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Barred list of persons considered unsuitable to work with children held by the Disqualification & Barring Service (DBS)

I can confirm that I have not been barred from working with children:

Signature:

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Date:

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Print name:

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Asylum and Immigration Act 1996

Do you have the legal right to live and work in the UK?

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Is this subject to having a work permit?

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Referees

Name, address (including postcode) and status/position of at least two people to whom reference may be made who can comment on your teaching and/or leadership ability. One must be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a school, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.

In the case of applications from serving Heads, please give the name and address of your current school Chair of Governors and Director of Children’s Services or Head of academy chain. In the case of applications from serving Deputy Heads, please give the name and address of your current Head or Director of Children’s Services or Head of academy chain.

Referee one: Present/Most recent employer

Full Name including title	
Address including postcode	
Occupation	
Relationship to candidate	
Telephone no	
Email address	

Referee two

Full Name including title	
Address including postcode	
Occupation	
Relationship to candidate	
Telephone no	
Email address	

Referee three (optional)

Full Name including title	
Address including postcode	
Occupation	
Relationship to candidate	
Telephone no	
Email address	

NOTE: References will be taken up if you are called for interview. If this is a problem, please indicate. No offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in the ‘Previous Employment’ section of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.

Canvassing

You are required to declare any relationships with any staff/governors at the school. Canvassing, whether direct or indirect, will invalidate your application.

Are you related to, or the partner of, any employee or governor?
If yes, please give details.

Declaration

I understand that the information contained in this form is personal data, which will be held on computer, and, if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Acts 1998. I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such an appointment, or if discovered after employment, may lead to my dismissal.

If you are returning this form by email you will be asked to physically sign it at interview.

Signature:

Date:

Print name:

Data Protection Act 1998

The school will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

Recruitment publicity

From what source did you learn about this vacancy?

Part two:**Knowledge and skills profile****Knowledge, experience, skills or competencies**

Please show that you have the knowledge, experience, skills or competencies asked for in the person specification - gained either through work, education, home or voluntary activities.

(Do not exceed two side of A4 paper.)