



St Martin's School

15 Stokewood Road

Bournemouth

BH3 7NA

www.stmartinsschool.net

Tel: 01202 292011

APPLICATION FOR EMPLOYMENT

TEACHING, TEACHING SUPPORT AND ADMINISTRATIVE POSTS

FULL NAME: _____

POSITION FOR WHICH YOU ARE APPLYING:

The information provided by you in connection with your application for this vacancy will be treated as confidential by St Martin's School. Your application form may be copied for use during the recruitment process.

Information given by you in the Equal Opportunities Monitoring Form will be dealt with separately from the rest of your application.

Further information provided by you will be used to determine your suitability for a position and, if applicable, in determining terms of employment or engagement. It may also be used to monitor recruitment initiatives. If your application progresses further, details may be disclosed to third parties (such as educational institutions, past and present employers, credit reference agencies, etc.) for reasons such as the verification of, or obtaining extra, information. If your application is unsuccessful, we may retain any information as required by law or, at our discretion, for up to six months following our final communication with you, unless you tell us otherwise.

St Martin's School is committed to the safeguarding of children, and child protection screening will apply to this post. Some of the information that we request in this form is for this purpose.

By signing and returning this application form, you consent to St Martin's School using and keeping the information provided by you as outlined above, carrying out any reference, criminal record, or child protection checks as may be appropriate in the circumstances.

1 PERSONAL DETAILS

Surname:	First Names:
Title: MR/MRS/MISS/MS/DR	Preferred name:
Any former names:	Date of birth:
Home address:	Address for correspondence (if different):
Post code:	Post Code:

Membership of professional institutions and other training/knowledge relevant to this post

3 EMPLOYMENT HISTORY

Present or most recent employer:

Address:

Job Title:

From:

To:

Brief description of responsibilities:

Reason for wanting to leave:

Notice required (or when you could join us):

Current salary:

Provide a full employment history in chronological order (most recent first) to include: periods of work in the UK and abroad; education/training; voluntary work; travel; career breaks; and any periods not in employment or education.

Dates
MM/YYYY
Y

Position held
and brief
description of
duties

Reason for
leaving

Continue on separate sheet if required

4 ADDITIONAL INFORMATION

Do you have a current clean driving licence? YES/NO

Hobbies, interests and anything you wish to tell us about your personal and family circumstances, including any special needs. Please declare any family or close relationship to existing employees of the School.

5 STATEMENT OF FITNESS TO WORK

Do you believe you are medically fit to undertake the role for which you are applying? YES/NO
If no or unsure, please give further details.

6 PERSONAL STATEMENT

Please state why you believe your qualifications, experience and personal qualities fulfil the requirements of this post, and any other information to demonstrate your suitability for the post.

7 REFERENCES

Please give the names of two people who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your school head teacher or college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. Open references provided by you will also not be accepted.

Name: <input type="checkbox"/>	Name: <input type="checkbox"/>
Job Title:	Job Title:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Relationship:	Relationship:

*It is our practice to take up references before interview unless requested not to do so. If you do **not** wish us to contact a referee at this stage, please mark the alongside the name with a cross.*

8 SIGNATURE

I confirm that the above information is true and accurate.

Signed:

Date:

* ENTITLEMENT TO WORK IN THE UK

If you are UK, EEA or Swiss national, you are legally entitled to work in the UK.

You are a European Economic Area (EEA) national if you are a citizen or national of one of the following countries. If you have permanent residence in, but not citizenship of, any of these countries, you are not an EEA national:

Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

Iceland, Liechtenstein and Norway are EEA member states, but they are not members of the European Union (EU).

Switzerland is not a member of the EU or the EEA. However since 1 June 2002, Swiss nationals have had rights which are similar to those of nationals of EEA countries. The information in this area of the website applies to both EEA and Swiss nationals.

SAFEGUARDING STATEMENT

The St Martin's Safeguarding Strategy forms a fundamental part of our approach to providing excellent pastoral care to all pupils. We believe that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse.

The objective of the Safeguarding Strategy is to help keep our pupils safe by providing a safe environment for them and to educate them about keeping themselves safe.

The Safeguarding Strategy consists of:

1. St Martin's Safeguarding Policy
2. St Martin's Safeguarding Procedures
3. Training to equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of pupils.

The Safeguarding Strategy provides a clear framework within which we develop systems and local procedures to:

- Prevent unsuitable people working with children
- Identify pupils who are at risk of, and/or are likely to suffer significant harm and take appropriate action with the aim of making sure they are safe
- Record and share information appropriately
- Respond to allegations against staff and volunteers
- Promote safe practice and challenge poor and unsafe practice

Adherence to St Martin's Safeguarding Strategy is mandatory for **all** staff and volunteers.

We recognise that safeguarding covers much more than child protection and so this strategy will operate in conjunction with related policies and procedures, such as effective whole school policies on Anti-Bullying; Behaviour; E-Safety; Equal Opportunities; Health and Safety; Secure Storage of Information; Staff Recruitment etc.

Our approach to safeguarding is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

We are committed to working in partnership with parents; safeguarding agencies and diverse communities, to continuously develop and improve the safeguarding culture within our school.

DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) and is responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on or removed from a barred list
- placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland

The appointment for which you are applying involves access to children and is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment are subject to an enhanced criminal record check from the DBS before the appointment is

confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not debar you from appointment unless we consider that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of a Disclosure being sought, this information should be sent under confidential cover to the person inviting you to interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

If you are currently working or have previously worked with children, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be "time expired", and whether you have been the subject of any child protection concerns.

Providing false information is an offence and could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

DECLARATION

I declare that I am not disqualified from work with children, or (if a teacher) subject to sanctions imposed by a regulatory body e.g. the General Teaching Council, and either have no convictions, cautions, or bind-overs, or have attached details in a sealed envelope marked confidential.

Signed: _____ Date: _____

ST MARTIN'S SCHOOL EQUAL OPPORTUNITIES MONITORING FORM

St Martin's is committed to equal opportunities. One aim of this policy is to ensure that you and other job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion or belief.

To **monitor** this policy, we should be grateful if you would complete and return this form. The information you give will be treated as strictly confidential and will be used only for Equal Opportunities monitoring purposes. This form will be detached from your application form, will not be used at any stage of the selection process and will be destroyed after evaluation has taken place.

POST APPLIED FOR:	
NAME OF SCHOOL or TRUST OFFICE:	

Personal details:

GENDER:	Male / Female / Transgender
MARITAL STATUS:	Single / Married / Other (<i>please specify</i>)
AGE:	

Ethnic origin:

I would describe myself as:

Black	Asian	White <input type="checkbox"/>	Other
African	Pakistani		<i>(please specify)</i>
Caribbean	Indian		
Other	Bangladeshi		
	Chinese		

Disability

Are you disabled or do you have any conditions (i.e. a physical or mental impairment that has a substantial long-term effect on your ability to carry out normal day-to-day activities) that may require adjustments to your work or working environment?

Yes No

If you have answered "Yes" to this question, please indicate here any special arrangements which you might require if you are selected for interview.