



## St Martin's School

15 Stokewood Road  
Bournemouth  
BH3 7NA

www.stmartinsschool.net

Tel: 01202 292011

### APPLICATION FOR EMPLOYMENT

**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.

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:
Tel no:	Email:
Mob no:	National Insurance no:
Teacher Reference No:	
Are you legally entitled to work in the UK? YES/NO	If you are <b>not</b> a UK, EEA or Swiss national, please give details of your permission to work, specifying the type and length of visa or permit.*

**2 EDUCATION AND QUALIFICATIONS (to include details of QTS where appropriate)**

School/College/University	Dates attended	Qualifications obtained / Examinations passed / Awarding Body	Date

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: N/A

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

Position held  
and brief  
description of  
duties

Reason for  
leaving

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Continue on separate sheet if required

<b>4 ADDITIONAL INFORMATION</b>
Do you have a current clean driving license? 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 PERSONAL STATEMENT**

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

Continue on separate sheet if required

## 6 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:	Name:
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 alongside the name with a cross.*

## 7 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; GDPR; Safer 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.