



# ST PIRAN'S

Inspiring Confidence

## APPLICATION FORM

Applications must be accompanied by a covering letter.

Position applied for:
Length of notice required:

1. PERSONAL DETAILS		
First name(s):	Surname:	
Title (eg Dr, Mr, Mrs, Miss, Ms):	Any previous surnames:	
National Insurance no:	Current salary:	
DCSF Reference no:	Date of Birth:	
Current address:		
Contact tel nos:		
Daytime:	Evening:	Mobile:
Email address:		
Dates you are <b>NOT</b> available for interview:		
If you have been at the above address for less than five years, please give previous details:		
Do you hold a clean driving licence?      If yes, do you carry any endorsements?		
Do you have the right to take up employment in the UK and, if necessary, a Work Permit? Yes / No		
<i>For Office use only</i>		
Date application received: .....	Date acknowledged: .....	
Selected for interview: Yes / No	Date letter sent: .....	
References requested: 1 2 3 4	References received: 1 2 3 4	
Date offer letter sent: .....	Date acceptance received: .....	

**2. EDUCATION AND QUALIFICATIONS.**

Please give details of all qualifications gained from GCSE or equivalent to degree level, in chronological order:

<i>Dates</i>		<i>Establishment</i>	<i>Subject/s</i>	<i>Qualifications gained</i>	<i>Attainment Level</i>
<i>From:</i>	<i>To:</i>				

Postgraduate education or study and other professional qualifications:

<i>Dates</i>		<i>Establishment</i>	<i>Qualifications gained</i>	<i>Subjects</i>	<i>Attainment Level</i>
<i>From:</i>	<i>To:</i>				

**3. EMPLOYMENT AND QUALIFICATIONS**

Please give all details in reverse order, starting with the **most recent first**:

**Employment History**

<i>Dates</i>		<i>Name and address of Employer</i>	<i>Job title, description of duties and responsibilities</i>	<i>Reason for leaving</i>
<i>From:</i>	<i>To:</i>			

<i>Dates</i>		<i>Name and address of Employer</i>	<i>Job title, description of duties and responsibilities</i>	<i>Reason for leaving</i>
<i>From:</i>	<i>To:</i>			

***Periods not in employment:***

You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet if necessary.

<i>From:</i>	<i>To:</i>	<i>Reason for periods not in employment or training:</i>

### 3. EXTRA CURRICULAR EXPERIENCE

How would you hope to contribute to the school's extra curricular programme (eg, music, drama, sports, hobbies etc)? Identify any particular skills or experience that would support your application.

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### 4. REFERENCES

Please give details below of two professional people who can provide information that will confirm your suitability for this post, one of whom should be your current or most recent employer or if this is your first job, your school teacher or higher or further education lecturer. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are 'time expired' and any child protection concerns. The third referee should **not** be a relative or contemporary. It is normal school practice to contact referees in advance and this does not necessarily mean that a candidate will be called for interview. **Please indicate on the application form that you do not wish to have them taken up at this stage.**

#### *Details of First Referee*

Name:	
Capacity known:	
Address:	
Telephone No:	
Email:	

**Details of Second Referee**

Name:	
Capacity known:	
Address:	
Telephone No:	
Email:	

**Details of Third Referee**

Name:	
Capacity known:	
Address:	
Telephone No:	
Email:	

**5. TERMS AND DECLARATIONS****DISABILITY DISCRIMINATION**

St Piran's School complies with the Disability Discrimination Act 1995. If you have any disability, or there is any medical or other reason why you might not any stage be able to fulfil your duties, such as, for example, a previous major illness, you should give further details in the space below, or in a covering letter. . If you have any condition or disability that might restrict your ability to undertake the job, please state any adjustments that you might need to overcome this restriction.

**DECLARATION – CHILD PROTECTION**

**All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

**Have you ever been convicted of a criminal offence which is not ‘protected’ YES/NO**

If you have answered ‘yes’, please supply details of all convictions in a sealed envelope marked ‘confidential’ and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

**Under new legislation we may not allow people to work at St Piran’s or be directly concerned in its management if they or others in their household are ‘disqualified’.**

The grounds for disqualification are not only that a person is barred from working with children (included on the children’s barred list) but also require you to answer the following:

- Have you, or any in your household been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad?  
**YES/NO**
- Have other orders been made against you, or any in your household in relation to your care of children?  
**YES/NO**
- Have you, or any in your household had your registration cancelled in relation to childcare or children’s homes or have you or others in your household been disqualified from private fostering?  
**YES/NO**
- Are you living in the same household where another person, who is disqualified, lives?  
**YES/NO**

*(Disqualification occurs as soon as one of the above criteria are met, for example, as soon as a caution or conviction occurs, even before the person is formally included on the children’s barred list).*

**Signed..... Date.....**

**DECLARATION**

I declare that:

- All details provided by me as any part of this application are true and correct.
- I know of no reason why I should not be eligible for this post and am able to carry out my duties if appointed.
- I understand that misleading statements may be sufficient grounds for cancelling any agreements made.

**Signed..... Date.....**

Please note that to meet our obligations under Data Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by St Piran’s School for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998.