|  |  |
| --- | --- |
| C:\Users\kbowles\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\S1QL4RLZ\small website logo.jpg | **Mayfield School**  The Old Palace, High Street, Mayfield, EAST SUSSEX, TN20 6PH  Tel: 01435 874600 [enquiry@mayfieldgirls.org](mailto:enquiry@mayfieldgirls.org) APPLICATION FORM |

Please respond to all the questions on this form and return it to the Headmistress, Miss Antonia Beary, together with a covering letter setting out why you wish to work at Mayfield School, why you feel you are an appropriate candidate for this position and what you believe you could contribute to the School community. A CV may be attached, to support your application, but every question, on this form, needs to be answered.

Position applied for: ……………………………………………………………………………..……………………………………..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: ……….…………………………………… Title: Mr/Mrs/Miss/Ms/Other: .……….............................

Forename(s): ………………………………………………………………………………………………..………………………………….

Home Address: ………………………………………………………………………...….……................……………………………..

……………………………………………………..……………………………………………………………….………………………………….

……………………………………………….……………….……………………….……………………………………………………………….

Email: …………………………………..…………………………………………………………………………………………………………..

Home Phone No: …………………………….………… Mobile Phone No: …………………..……….………………………..

Have you applied for a job at Mayfield School before? [Please circle] Yes / No

If yes, for what position and when: …………..…………………………….……….……………….......………………………

…………………………………………………….………………………………………………………………..………………………………..

How did you learn of this vacancy? …………………………………………………………………………………………………

Do you have the right to take up employment in the UK? [Please circle] Yes / No

If necessary, do you have the required work permit? [Please circle] n/a / Yes / No

DfES Number (if appropriate): RP \_ \_/\_ \_ \_ \_ \_

Do you hold a current Driving Licence: [Please circle] Yes / No

Do you have a current Disclosure and Barring Certificate: [Please circle] Yes / No

Do you subscribe to the DBS update service? [Please circle] Yes / No

Are you known to anyone currently working for Mayfield [Please circle] Yes / No  
School?

If so, in what capacity? …………………………………………………..

Religion: ………………………………………. National Insurance No: ………………………………..Accommodation

|  |  |  |  |
| --- | --- | --- | --- |
| There is some accommodation available on the School site, particularly for pastoral posts with teaching. If you are interested in this, please indicate how many adults and how many children [and their age(s)] you have in your family. | Number of adults |  |  |
|  | | |
| Number of children |  |  |
|  |  |
| Age(s) of children |  |

ALL APPLICANTS

Education and Training [NB - boxes will automatically adjust to content when typing]

Secondary Education (schools) and dates:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School | Dates attended | Examinations taken by subject | Examination result by subject |
|  |  |  |  |
|  |  |  |  |

Higher Education

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Qualifications (including Class) | Course / Subject | Date achieved |
|  |  |  |  |
|  |  |  |  |

EMPLOYMENT HISTORY to be completed in chronological order

Current Post [NB - boxes will automatically adjust to content when typing]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s Name and address | Title of position held | Date started | Brief Job Description and responsibilities | Reason for leaving |
|  |  |  |  |  |
|  | | | | |
| Current/last salary: | |  | | |
| Full or Part time: | |  | | |
| Notice Period: | |  | | |

Previous Posts [NB - boxes will automatically adjust to content when typing]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s Name and address | Title of position held | Dates of employment | Brief Job Description and responsibilities | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |

Details of any ‘INSET’/Professional Training completed in the last 5 years:

|  |
| --- |
|  |

Details of any voluntary work current and or past:

|  |
| --- |
|  |

Leisure Interests:

|  |
| --- |
|  |

Criminal Convictions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Declaration**  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmistress or the Bursar [as appropriate].  If you would like to discuss this beforehand, please telephone in confidence to the Headmistress or the Bursar [as appropriate] for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)  You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.   |  |  | | --- | --- | | I have nothing to declare | I enclose a confidential statement | | (please circle responses above, as appropriate) | | |

Education and employment dates should all run concurrently. Please explain any gaps here:

|  |
| --- |
| Dates from and to:  Reason for the gap: |

Disability:

|  |
| --- |
| If you have a disability, please advise us of any adjustments we may need to make to assist you at interview. |

**References**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Name and in which capacity known to you: |  | 1. Name and in which capacity known to you: |  | 1. Name and in which capacity known to you: |
|  |  |  |  |  |
|  |  |  |  |  |
| Address: |  | Address: |  | Address: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Tel: |  | Tel: |  | Tel: |
|  |  |  |  |  |
| E-mail: |  | E-mail: |  | E-mail: |
|  |  |  |  |  |

* References will only be sought for shortlisted candidates. It is our policy to obtain references prior to interview. If you have concerns regarding this, please let us know.
* The first reference must be your present or most recent employer.
* If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal. (If you are serving as a Headteacher or Principal, or were previously employed as one, then your referee should be the Chair of the Governing Body).
* If you are a newly qualified teacher then one of your referees must be your college tutor.
* If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues may be raised with your former employer.
* If you are not currently working with children but have done so previously the second reference must be that employer.
* Please do not give relatives or people solely in the capacity as friends as a referee.
* Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.

Health Questionnaire

Any offer of appointment made by the School is subject to a health questionnaire and/or medical report acceptable to the School.

Disclosure and Barring Service [Formerly known as a Criminal Records Bureau Check]

This post involves working in a residential establishment for children and young adults. If appointed you will be required to undertake an Enhanced Disclosure and Barring Service on-line application procedure.

Documentary Evidence

Please note that, if called for interview, you will be required to present original documentation confirming your degree, post graduate and other relevant certificates for inspection.

Safeguarding and Welfare Requirements

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to attend regular required Child Protection training.

Data Protection Act 1998

The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compliance statistics, and for the safe-keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data. The School will not enter into discussion or correspondence with unsuccessful applicants

I declare that the information I have given in this application for employment, including any supporting documents, is accurate and true. I understand that by providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

SIGNED: ………………………………………………………… DATED: …………………………………………….…