



The Dixie Grammar School

Nursery • Junior • Senior

## APPLICATION FORM

(Regulated Activities only i.e.: **when DBS checks are part of recruitment process**)

**Position applied for:** \_\_\_\_\_

Please state where you first saw this vacancy advertised: \_\_\_\_\_

### Personal

(Please complete in BLOCK CAPITALS)

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_ Home Tel: \_\_\_\_\_

\_\_\_\_\_ Mobile Tel: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

### Employment Details

**Current Employment :** Are you currently employed? **Yes / No**

Name of present or last employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Nature of business: \_\_\_\_\_

Job title & brief description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date \_\_\_\_\_ Leave Date if applicable \_\_\_\_\_

Salary \_\_\_\_\_ Notice Period \_\_\_\_\_

Salary \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Previous Employment:** Please give details of your past employment, starting with the most recent.

Name and address of employer	Dates (Month/Year)	Position held/Main duties	Salary	Reason for leaving

## Education

Schools attended since age 11	From (Month/Year)	To	Examinations and Results
College or University	From (Month/Year)	To	Courses and Results
Further Formal Training	From (Month/Year)	To	Diploma/Qualification

Job related Training Courses Name of Organisation	Date (Month/Y ear)	Subject

Please give details of membership of any technical or professional associations:

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## Further Information

Please set out on a separate A4 sheet the relevant experience and knowledge you have which meet the person specification for this position, together with your reasons for applying.

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## Please declare any family or personal relationships with members of staff currently working within the School.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

*This information will be held in the strictest confidence and will only be used to identify any potential conflicts at the interview stage. This is to ensure fairness, transparency and impartiality.*

## Eligibility

Are there any restrictions on you working in the UK? **YES** **NO** (please delete as applicable)

***In all cases, documentary evidence of your eligibility to work in the UK will be required at interview stage eg: your Passport, Biometric Immigration Card or Permanent Residence Card.***

## Criminal Convictions

It is a criminal offence for barred individuals to apply to work in a regulated activity with children, young people or adults at risk. Are you on a barred list? **YES / NO**

If offered employment, we are required to check your up to date DBS status before you are permitted to start work.

Do you have a DBS certificate? **YES / NO**

If yes, are you a current member of the Update Service **YES / NO**

If yes, do you consent to this Update Service check being made by the Company? **YES / NO**

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? (A copy of the Company's Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the DBS Code of Practice).

**YES / NO**

## References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:
Email:	Email:
State Capacity in which referee is known	State Capacity in which referee is known
Permission to contact person prior to interview <b>YES/NO</b>	Permission to contact person prior to interview <b>YES/NO</b>

## Declaration

I understand that the Organisation is committed to equal opportunities policy in employment practice and will use the information provided above to assess my application and for statistical purposes. In accordance with the Data Protection Act 1998 please note that job applications are normally retained for 6 months from the date of interview and that the application form of the successful candidate will be retained on his/her personal file.

In completing the application form I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure Barring Service. (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.)

I have been given a copy of the Company's Equal Opportunities and Diversity Policy, which includes information relating to the recruitment of ex-offenders.

**Signed:** \_\_\_\_\_

**Please Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please note that shortlisted candidates will be required to sign a copy of their application form at interview if their application form has been submitted electronically.**

**Shortlisted candidates should be aware that online searches will be carried out as part of due diligence checks.**