



STAFFORD GRAMMAR SCHOOL



Safer Recruitment - Application Form

Position Applied For:

1. Personal Details

Title:	Forename(s):	Surname:	
Address:		Former Name(s):	
		Preferred Name:	
	Postcode:		
How long have you lived at this address?		If you have lived at this address less than 5 years please provide all previous addresses for the past 5 years	
Previous Address:		Previous Address:	
Postcode:		Postcode:	
Length of time at this address:		Length of time at this address:	
Home telephone number:		Work telephone number:	
Mobile telephone number:		Email address:	

Are you currently eligible for employment in the UK?

Yes ☐

No ☐

TEACHERS ONLY

Do you have Qualified Teacher status?

Yes ☐

No ☐

Teacher's RP Number:

Date of QTS:

3. Other Vocational or Professional Qualifications, Skills or Training						
Please provide details of any vocational or professional qualifications or skills that you possess or training you have received which you consider to be relevant to the role for which you have applied.						
Name of Professional Body / University / College / School	Dates of attendance		Examinations			
	From	To	Subject	Result (if applicable)	Date	Awarding body
Please provide details of your Continual Professional Development (CPD) over the last 3 years.						
Please provide full details of any professional bodies you belong to:						

4. Current Employment				
Current/most recent employer's name and address:			Appointment Dates:	
			From:	To:
Current/most recent job title:		Most recent salary, allowances and other benefits:		
Brief description of responsibilities:				
Reason for seeking other employment:		Please state when you would be available to take up employment if offered:		
5. Employment History				
Please give details of your full employment history in date order <i>starting with the most recent</i> . You must list all employment, career breaks, and periods of unemployment, education and voluntary work since secondary education; with any gaps. Please continue on a separate sheet if necessary.				
Organisation's Name and Address	Employment Dates (MM/YYYY)		Your Role:	Reason for Leaving:
	From	To		
6. Gaps in your Employment				

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates:

7. Interests and Co-Curricular Activities

Please give details of any interests, hobbies or skills that you could bring to the School / Stafford Grammar School for the purposes of co-curricular and extra-curricular activity:

8. Suitability

Please attach a letter of application, of no more than 3 sides of A4, addressing the criteria detailed on the person specification to demonstrate why you feel you are suitable for the role.

Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of Stafford Grammar School? Please disclose the name of the person and the nature of the relationship.

9. References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Stafford Grammar School intends to take up references from all shortlisted candidates before interview. Stafford Grammar School reserves the right to take up references from any previous employer.

Referee 1		Referee 2	
Name:		Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Telephone Number:		Telephone Number:	
Email Address:		Email Address:	

May we contact prior to interview? Yes ☐ No ☐

May we contact prior to interview? Yes ☐ No ☐

10. Recruitment

It is Stafford Grammar School's policy to employ the most suitable person for each appointment and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability, pregnancy and maternity, gender reassignment or age. All appointments within Stafford Grammar School are subject to a probationary period.

Stafford Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of Stafford Grammar School's Recruitment Policy is included with this application pack for the post. Please take time to read it.

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

11. Criminal Records

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 Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head 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](#).

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.

Have you been convicted by the courts of any criminal offence? Yes ☐ No ☐

Is there any relevant court action pending against you? Yes ☐ No ☐

Have you ever received a caution, reprimand or final warning from the police? Yes ☐ No ☐

If **'YES'** to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

I confirm that I am not on either the Children's Barred List or the Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

Yes ☐ No ☐

12. Declaration

Please check the boxes

- **I confirm that the information I have given on this Application Form and attached letter is true and correct to the best of my knowledge.** ☐
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** ☐
- **I consent to Stafford Grammar School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.** ☐
- **I consent to Stafford Grammar School making direct contact with the people specified as my referees to verify the reference.** ☐
- **By submitting this application, you give consent to the school processing your application in accordance with safer recruiting procedures.** ☐

- **I confirm that I am not aware of any personal social media presence which may negatively affect my professionalism or suitability to work in a school.**
- **I acknowledge that I am aware the school will search my social media profile prior to employment.**

☐☐

Signature:

Date: