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| **APPLICATION FORM Sherborne School Group Recruitment and Selection Policy Statement**  Sherborne School Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure & Barring Service (DBS).Sherborne Logo (colour).emf | | | | | | |
| **Post Title:** |  | | | | At: Sherborne School Sherborne Prep  Sherborne International |  |
| **Where did you see this vacancy advertised?** | | |  | | | |
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| **Teaching posts**  **only:** | **Qualified Teacher Status?** | Yes No | | DfES (TRN) Number: |  | | |

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| **1.** | **Personal Details:** | | | | | | | | | | | | | | |
|  | Last Name / Family Name: | | | | | | First Name(s): | | | | | | Title: | | |
|  | Former Names (if any): | | | | |  | | | | Date of Birth: | | |  |  |  |
|  | Address: |  | | | | | | | | | | | | | |
|  |  | | | | | | | | NI Number: | | |  | | | |
|  | Telephone Number: | | Daytime: | |  | | | Evening: |  | | | | | | |
|  | Mobile Number: | |  | | | | | Email Address: |  | | | | | | |
|  | Valid Driving Licence: | | | Yes  No: | | Any Endorsements/Disqualifications? | | | | | Yes  No | | | | |
|  | Do you have the Right to Work in the UK?: | | | | | Yes  No  Give details: | | | | | | | | | |

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| **2.** | **Current or Most Recent Employment** | | | | | | | | | | |
|  | Employer’s Name: |  | | | | | | | | | |
|  | Address: |  | | | | | | | | | |
|  | Post Title: |  | | | | | | | | | |
|  | Date of Appointment: | From: |  | | | To: | |  | | | |
|  | Main Responsibilities: |  | | | | | | | | | |
|  | Period of Notice Required: |  | | Salary: £ |  | | Full-Time: | |  | Part-Time: |  |
|  | If unemployed, then please give a brief outline of your current situation / occupation (including any voluntary work): | | | | | | | | | | |

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| **3.** | **Previous Employment** (Please start with the most recent, in chronological order. Please also give dates and an explanation for any gaps in employment. Include paid/unpaid/voluntary work.) *Continue on separate sheet if required.* | | | | | |
| Dates  From (Month/Year)  To (Month/Year) | Employer | Post Held with Brief Outline of Duties | Salary /  Wage | Reason for  Change |  |
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| **4.** | **General & Further Education** (including relevant Professional & Technical Qualifications - in chronological order) | | | |
| School / College / University / Professional Body | Qualifications Obtained | Grades / Levels and  Dates Obtained | Dates  From (MM/YY)  To (MM/YY) |
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| **SHORTLISTED CANDIDATES WILL BE ASKED TO BRING EVIDENCE OF REQUIRED QUALIFICATIONS TO INTERVIEW** | | | |

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| **5.** | **Training** (Please list only those courses **relevant** to this particular post.) | | | | |
| Date | Course Title | Duration of course | College or Organisation |  |
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| **6.** | **Personal Qualities/Supporting Information** |
| Please provide a statement of your personal qualities and experience, outlining any skills and knowledge relevant to the post for which you are applying, and how you feel you meet the requirements. *(continue on a separate sheet if necessary)* |
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| **7.** | **Leisure Activities/Hobbies** |
| Please provide details of any leisure interests or hobbies you are involved with. |
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| **8.** | References | | | | |
|  | Please give the names of people who could provide a reference regarding your suitability for the post for which you are applying. One of these must be your current or most recent employer. School / College leavers should give the names of lecturers / tutors / headteachers. An applicant not currently working with children but who has done so in the past, should also give details of the last employer when working with children.  You must not give friends or relatives as referees. | | | | |
|  | Name: |  | |  | |
|  | Job Title / Position: |  | |  | |
|  | Address: |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  | Post Code: |  | |  | |
|  | Tel. No: |  | |  | |
|  | Email Address: |  | |  | |
|  | May we request a reference prior to interview? | Yes: | No: | Yes: | No: |
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| **9.** | **Please declare any family or close relationship to existing employees or Governors at Sherborne School, Sherborne Prep School or Sherborne International** |
| YES  NO  Please give details: |

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| **10.** | **Criminal Records Checks with the Disclosure and Barring Service** |
| All posts within the School are exempt from the Rehabilitation of Offenders Act 1974. If you have any spent or unspent criminal convictions or have any criminal proceedings pending against you, then please give full details as a separate document, clearly stating your full name, the reference number and the post title of the post for which you are applying. This document should be sent in an envelope marked “**Private and Confidential”** detailing your name, the post title and the reference number. This envelope will only be opened if your application is shortlisted; if you are unsuccessful at this stage, then this envelope will be destroyed unopened.  As all positions involve working with or in the vicinity of young children, the School is further obliged to carry out an Enhanced Disclosure & Barring Check, which will be done after a position has been offered and accepted, but before commencement of employment. |

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| **11** | **Barred List Statement/Disqualification** | | | |
|  | I confirm that I       am NOT on the Children’s Barred List (barred from working with children), disqualified from working with children under the Childcare Act 2006, or subject to sanctions imposed by a regulatory body e.g. the Teaching Regulation Agency (TRA) and have:  No convictions, cautions or bind-overs Attached details of record in a sealed envelope marked confidential. *(Tick either box as appropriate)* | | | |
|  | Signed: |  | Date: |  |
| **12** | **Social Media / Adverse Media Screening** | | | |
|  | I give my consent for the School, or its nominated third-party agent, to carry out online checks for any information about me that is publicly available via the internet and social media channels. I understand that these checks will only be carried out if my application is shortlisted for interview and that information found which raises concerns about my suitability to work with children will be investigated and discussed further at interview.  I have provided my personal mobile telephone number on the first page of this application form.  All my personal email addresses, which are provided for the purposes of carrying out these checks, are as follows:  1.  2.  3. | | | |
|  | Signed: |  | Date: |  |

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| **13** | **Data Protection Act 2018 (General Data Protection Regulation)** |
| The information that you provide is used and processed according to the Data Protection Act 2018 (General Data Protection Regulation). |

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| **14** | **Declaration** | | | |
|  | I confirm that, to the best of my knowledge, the information provided in this document is correct and gives a fair representation of my qualifications and employment history. I understand and hereby give my consent to this information being used only for the purposes of recruitment and selection. I am aware that giving false information is an offence and could result in the application being rejected, or summary dismissal (if selected), and possible referral to the police.  **Please note that, in submitting this form, you have accepted these terms, and agree to this Declaration.** | | | |
|  | Signed: |  | Date: |  |

**Please return your completed application to:**

HR Department, Sherborne School Group

The Bursary

Abbey Road

Sherborne

Dorset DT9 3LF

or by email to[hr@sherborne.org](mailto:hr@sherborne.org)

Receipt of applications will be acknowledged.