



# Employment Application Form

Please complete all the requested information (Your application may not be accepted if all fields are not completed)

**Post Applying For:** \_\_\_\_\_ **Closing Date:** \_\_\_\_\_

**Please read the guidance notes for job applications carefully and study the job description and personal specification before completing this form.**

## 1. Personal Details

Title (Mr, Mrs, Miss, Ms, etc) \_\_\_\_\_

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Known as: \_\_\_\_\_ Date of Birth<sup>1</sup>: \_\_\_\_\_

Detail former name(s) (First / surnames): \_\_\_\_\_

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

\_\_\_\_\_ Post Code: \_\_\_\_\_

If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:

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

\_\_\_\_\_ Post Code: \_\_\_\_\_

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

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Mobile: \_\_\_\_\_

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

How would you prefer to be contacted? \_\_\_\_\_

DfE Teacher Reference Number: \_\_\_\_\_

How did you become aware of this vacancy? \_\_\_\_\_

1 Cavendish School does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfE 1568-2005. July 2005.

**For sections (2, 3, 4 & 5) please use additional sheets of paper if you require further space to convey all your information.**

**2. Relevant Education, technical and / or professional qualifications**

Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, and Teacher Certificates, in Chronological order starting with the most recent. Please include postgraduate and professional qualifications if applicable. Please note that you will be required to produce evidence of qualifications attained.

Establishment Attended include Full Name & Address (School/College/Institute)	Full or Part Time	Subject / Qualification, detailing award obtained and awarding body	Dates Attended incl. Month / Year	
			From	To

**3. Details of relevant personal development / training courses**

Course Title	Length of Course	Month & Year

#### 4. Employment History

Please give details of all relevant jobs held including part-time and voluntary, starting with your present / last employer. (Please ensure you account for any gaps in your employment history)

Employer (Name and full address)	Jobs held and main duties / responsibilities	Dates From	To	Salary and / or grade

#### 5. Knowledge, skills and experience

Please tell us how your knowledge, skills and experience meet the selection criteria detailed in the person specification. Please refer to the guidance notes for job applicants for an explanation.

You may find it useful to bullet point criteria and provide an explanation of how you meet these.

Please continue on a separate sheet if necessary

## 6. References

Please indicate **two** people who can provide references, **one of whom must be your present / last employer**. If you are a recent school college leaver, one of your references must be from a teacher or Headteacher. Please note that the school reserves the right to approach your current or any other previous employer for your references, prior to interview.

Cavendish School will adhere to DfE guidance. Please indicated (by ticking the appropriate box) if you DO NOT wish us to take up a reference before an offer of employment is made. Any offer of employment will be subject to the receipt of satisfactory reference. **Please include a full and current contact details for your referees.**

<input type="checkbox"/> Tick box if applicable	1 <sup>st</sup> Reference	<input type="checkbox"/> Tick box if applicable	1 <sup>st</sup> Reference
Name: _____	Name: _____		
Address: _____ _____	Address: _____ _____		
Postcode: _____	Postcode: _____		
Telephone: _____	Telephone: _____		
Occupation: _____	Occupation: _____		
Relationship: _____	Relationship: _____		

## 7. Work Entitlement

If you were successful in your application, would you require a work permit prior to taking up employment?

YES       NO      (Tick Box)

**Note:** it is against the law to employ a person aged 16 or over who does not have permission to live and work in the UK. You will be requested to produce documentary evidence of your legal right to work in UK before starting work with us.

All applicants invited for interview will be asked to bring with them their passport or evidence of a national insurance number.

## 8. Rehabilitations of offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) 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 Ministry of Justice website or see [here](#).

## 8. Rehabilitations of offenders Act 1974 cont'd..

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

## 9. Declaration

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed you will be liable to disciplinary action, including dismissal without notice and in certain circumstances, legal action taken against you.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and / or vulnerable adults.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: We are unable to consider unsigned application forms**

## 10. Data Protection Statement

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisation or agencies in accordance with the General Data Protection Regulations (GDPR). (see Data Protection Statement on page 7 of this application)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 11. Equal Opportunities

The School is an equal opportunity employer and is committed to ensuring, that within the framework of the law, the School is free from unlawful or unfair discrimination on the grounds of gender (including gender reassignment) colour, ethnic origin, nationality, age, marital status, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction. Please complete our recruitment monitoring form on page 9 of this application pack.

## **Returning your application form**

**Please return your completed application to the address below. If you have not heard from us within three weeks of the closing date, you may conclude that your application has been unsuccessful. Please remember that the school is unable to accept unsigned application forms.**

## **Data Protection Statement (GDPR)**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Cavendish School. The personal information that you give us will be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with Cavendish School, the information will be used in the administration of your employment with us and to provide you with information about the school. Your personal data will be shared with our payroll provider in order to facilitate the payment of your salary to abide by HMRC regulations. Your personnel data may also be shared with other government regulated bodies should the need arise, in this instance you will be notified via the regulated body. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime or in other ways as permitted by law.

If your application is unsuccessful this application form and attachments will be destroyed.

**Please complete the accompanying recruitment monitoring form and Confidential Declaration form.**

**Debbie Sycamore  
HR Manager  
Cavendish School  
Lady Gomm House  
58 Hawkstone Road  
London SE16 2PA**

**[debbie.s@cavendish-school.net](mailto:debbie.s@cavendish-school.net)**

## Recruitment Monitoring

Please complete all the requested information

Post title:

Closing date:

Gender:  Male  Female

Date of Birth:

(tick a box)

To help us ensure that we are recruiting people in a fair and non-discriminatory way, all job applicants are asked to complete monitoring data about themselves. Please complete the sections below by ticking the appropriate box. This information will be treated as confidential and will not form part of the selection criteria.

### Do you consider your ethnic origin to be:

<p><b>WHITE</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Another white background</p> <p><b>ASIAN</b></p> <p><input type="checkbox"/> Asian British</p> <p><input type="checkbox"/> Asian Indian</p> <p><input type="checkbox"/> Asian Pakistani</p> <p><input type="checkbox"/> Asian Bangladeshi</p> <p><input type="checkbox"/> Another Asian background</p> <p><b>ANOTHER ETHNIC GROUP</b></p> <p><input type="checkbox"/> Chinese / Vietnamese</p> <p><input type="checkbox"/> Cypriot Greek</p> <p><input type="checkbox"/> Cypriot Turkish</p> <p><input type="checkbox"/> Cypriot other</p>	<p><b>MIXED</b></p> <p><input type="checkbox"/> White and black Caribbean</p> <p><input type="checkbox"/> White and black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Another mixed background</p> <p><b>BLACK</b></p> <p><input type="checkbox"/> Black British</p> <p><input type="checkbox"/> Black Caribbean</p> <p><input type="checkbox"/> Black African</p> <p><input type="checkbox"/> Another black background</p> <p><b>ANY OTHER ETHNIC GROUP</b></p> <p><input type="checkbox"/> Please state</p>
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### Do you consider yourself to have a disability?

Yes  No

If so, please state the nature of your disability\*

If you have a disability, we will offer you an interview as long as you meet the essential criteria of the post. Also, please let us know any of special requirements you may have which will help us to ensure a fair selection.

\* The Disability Discrimination Act 1995 describes a disability as "A physical or mental impairment which has a substantial and long term effect on the person's ability to carry out normal day to day activities".