St Mary's School Ascot
Application Form for Teaching Staff

Post applied for	Photography Teacher (maternity cover)
Title – Mr, Mrs, Miss, Ms, Dr etc.	
First Names *(underlining the name by which you like to be known)*	
Surname	
Former Surnames *(eg maiden name or any previous change of name(s))*	
Date of Birth	
Current Address *(including post code)*	
Telephone	**Home:** **Work:** **Mobile:**
E-mail	
National Insurance number	
Do you have the right to take up employment in the UK and, if necessary, a Work Permit?	**YES/NO**
Do you have Qualified Teacher Status?	
Teacher reference number	
Where did you hear about this role?	

Education *(Secondary and Tertiary)*

Schools attended from age 11	**From**	**To**	**Examination results** *(with subjects and grades for A-level)*
University/College/ Post graduate	**From**	**To**	**Qualifications gained** *(with subject and class of degree)*
Other professional / vocational qualifications			**Date gained**

Current employment

Please give details of your current position

Name of employer	
Post held/subject taught and brief description of duties	
Starting date	
Please note that your current employer should be your first referee. If working in an educational establishment this referee should be the head teacher.	

Employment history

Please supply below a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving tertiary education. Please provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. Please continue overleaf if necessary. Previous employers may be approached by the school.

Dates *(Please start with earliest date)*		**Employer – including name and contact telephone number**	**Title of post with brief description of duties and responsibilities**	**Reason for leaving**
Month/ Year from	**Month/ Year to**			

Please give details of any period not accounted for above

Recent INSET attended (within the last 2 years)

Existing Contacts within St Mary's School Ascot

Please indicate if you know any existing employees or governors at the school, and if so how you know them.

Referees

Please provide at least three referees. One referee must be your current or most recent employer – that is the head teacher of your current or most recent school. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. Please be aware that we will be contacting these referees prior to interview. The School reserves the right to take up references from any previous employer.

Name	
Position	
School/Business name and Address including postcode	
Telephone number	
Email address	

Name	
Position	
School/Business name and Address including postcode	
Telephone number	
Email address	

Name	
Position	
School/Business name and Address including postcode	
Telephone number	
Email address	

Data Protection

St Mary's School Ascot is a data controller, which means that we are responsible for deciding how we hold and use your personal information. Your privacy is important to us and we want to keep your personal information safe. We understand that the details of your application to the school are a matter of confidence between you and us, and we will preserve and respect that confidence at all times.

We only collect the information that we need to in order to process your application and to make decisions about recruitment. In order to do this, we may collect information from others, such as references, and we also have a legal duty to share some of your information with certain government agencies. We only hold onto your information for as long as we need to in order to complete the recruitment process.

For full information about how we handle your information, please see the attached Privacy Notice for Job Applicants. If you are applying through a third party website, you can view our Privacy Notice for Job Applicants on our website (www.st-marys-ascot.co.uk) under Job Opportunities. If you have any queries about how we handle your information, you can contact the school's Data Protection Lead on cjellott@st-marys-ascot.co.uk or 01344 296645.

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 Headmistress. If you would like to discuss this beforehand, please telephone in confidence to the Bursar 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.

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 tick one box.

Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

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

- I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

- I consent to the 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 the School making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.

- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signature	**Date**

It is the policy of St Mary's School Ascot to employ such people who, in its judgement, are best qualified for the post without any discrimination in favour of age, gender, race, disability, sexual orientation, colour, marital status, ethnic origin or national origin.