**Application for Appointment**

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| --- | --- | --- | --- |
| Position Applied for: |  | Please state where you heard about this vacancy: |  |
| Reason for application / interest in the position*:* |  |

**Personal Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First & Middle Name(s) | Surname | Married, Single, Widow, etc. | Maiden Name*(if applicable)* |
|  |  |  |  |  |
| Are you, or have you been in the past, known by any other name? *Please provide details here.* |  |

**Contact Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Address *(inc. Postcode)* | Email Address | Home Number | Mobile Number |
|  |  |  |  |

**Current Employment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Position | Current Employer | Current Salary | Date Started*(mm/yyyy)* | NI Number |
|  |  |  |  |  |
| Current Notice Period:  |  |

**Education & Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary School(s) Attended | Date *(From-To)* | Exams Taken | Grades Obtained | Date Awarded |
|  |  |  |  |  |

***(tab down to increase number of rows)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University / College Attended | Date (From-To)*(mm/yyyy)* | Degree or Certificate Obtained*(if Degree, State Honours of Class)* | Subject(s) | Date Awarded |
|  |  |  |  |  |

***(tab down to increase number of rows)***

**Other Qualifications not included above:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examining Body | Subject(s) | Date Awarded | Grades Obtained | Course Particulars *(if any)* |
|  |  |  |  |  |

***(tab down to increase number of rows)***

**Teaching Experience:** *(in chronological order,* ***please explain any gaps in employment)***

|  |  |
| --- | --- |
| **Teacher Number:** |  |
| School*(with Authority or Employing Body shown)* | Type*(e.g. Independent, Grammar, Comprehensive Junior, Preparatory, etc.)* | Status*(whether qualified or unqualified assistant, and position held if carrying special allowance – Full or part time)* | Date(From-To) *(mm/yyyy)*  | Reason for Leaving |
|  |  |  |  |  |

***(tab down to increase number of rows)***

**Other Employment / Experience in Chronological Order:** *(Please list all jobs plus any periods or gaps of unemployment since your 16th birthday to the present date, as required under the Children Act 1989 and include Evening School Experience, Industrial Experience, etc. including service with H.M. Forces.* ***Please explain any gaps in employment, i.e. seeking new employment, caring for family, travelling, etc.*** CV’s will not be accepted.

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| --- | --- | --- | --- | --- |
| Employer | Address *(inc. Postcode)* | Date (From-To)*(mm/yyyy)* | Job Title | Reason for Leaving |
|  |  |  |  |  |

***(tab down to increase number of rows)***

**Training Courses:** *(Attended in the last 3 years)*

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|  |

**Other Information:** *(Any further information which you feel would be useful to us in support of your application)*

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| --- | --- | --- | --- | --- |
| Do you have any connections with Highclare School? | **Yes** |  | **No** |  |
| If yes, please provide details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is there anything in your online profile that would cause embarrassment to either yourself or the School? | **Yes** |  | **No** |  |
| If yes, please provide details: |  |

All offers of employment will be subject to pre-appointment online checks carried out by HR. Failure to declare relevant information may result in any conditional offer of employment being withdrawn.

**Referees:** *(Two references are required - Referees will be contacted by email prior to interview* ***unless*** *you make a specific request below that they should not be approached)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name*(inc. Title)* | Address*(inc. Postcode)* | Position*(if applicable)* | Email Address | Contact Number |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, **one of which must be from the applicant's current or most recent employer**. If you are not currently working with children, but have previously worked with children, one referee must be in connection with a period when you worked with children.

**DBS Disclosure**

Please note that any offer of employment within the school is subject to satisfactory references being received from the Disclosure and Barring Service (DBS). This will take the form of an Enhanced Disclosure which must satisfy the school that the applicant is not banned from working with children by inclusion in the DfE barred list. This is a legal requirement for persons working with children. If you hold a DBS certificate and you are subscribing to the Update Service, you will be asked to provide details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)? | **Yes** |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)? | **Yes** |  | **No** |  |

**SIGNATURE & DECLARATION**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website or independently from NACRO, the social justice charity, or the charity UNLOCK.

Candidates shortlisted for interview will be asked to disclose information on any criminal convictions they may have. Failure to declare a relevant conviction may result in any conditional offer of employment being withdrawn.

I declare that I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question. I understand that any offer of employment made by the School will be conditional on verification of medical fitness.

To the best of my knowledge the information given on this form is true and accurate. I understand that canvassing or giving false information will disqualify my application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**POLICY ON EQUAL OPPORTUNITIES EMPLOYMENT**

Highclare School is determined to make all efforts to prevent discrimination or other unfair treatment against any of its staff, potential staff or persons working within the school, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants, age, or offending background that does not create risk to children and vulnerable adults. All reasonable steps are taken to ensure that disabled staff or potential staff are not placed at a substantial disadvantage in comparison with those who are not disabled.

We believe that an Equal Opportunities Policy benefits employees and potential employees and helps achieve dignity at work and contributes to providing the best possible education for pupils and parents.

**Please return this form, together with a brief letter in support of application, to:**

**The Head, Highclare School, 10 Sutton Road, Erdington, Birmingham B23 6QL**

*(Forms can be emailed to: hr@highclareschool.co.uk)*

*Staff\_Application\_Form/AMC/AN/EH/July2025*