**THE SELE SCHOOL**

**APPLICATION FORM**

**CONFIDENTIAL**

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| **Post** |  |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Address**  **Postcode** |  |
| **Telephone Number** | Home: Mobile: |
| **Email** |  |
| **National Insurance Number** |  |
| **Teacher Reference Number** |  |
| **Date when QTS was or is expected to be awarded** |  |
| **If you have gained QTS after 7 May 1999 have you completed the Statutory Induction Period** |  |
| **Do you have settled status / hold the right to work in the UK?** |  |

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| **SECONDARY EDUCATION** | | | |
| **From** | **To** | **School** | **Examinations Taken and Grades Obtained** |
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| **FURTHER EDUCATION** (University/College/Apprenticeships etc) | | | |
| **From** | **To** | **Establishment** | **Courses, Degrees, Diplomas and Grades Obtained** |
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| **CONTINUED PROFESSIONAL DEVELOPMENT** (including any relevant in-house/external courses or in-service training relevant to this post) | | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** (and whether achieved by examination or experience) | | | |
| **Date** | | **Details** | |
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| **COMPUTER SKILLS** Please give details of the software you can use competently, including software for office, accountancy, management information and design/graphics | | | |
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| **WHAT ACTIVITIES OUTSIDE WORK INTEREST YOU?** (including any positions you hold that you consider relevant | | | |
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| **MOST RECENT EMPLOYMENT** | | |
| **Name and Address of Employer** | **Position Held** |  |
|  | **Date of Appointment** |  |
| **Date of Leaving** |  |
| **Salary** |  |
| **Other Benefits** |  |
| **Pension Scheme Member?** |  |
| **Brief outline of duties in your current or most recent job** | | |
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| **EMPLOYMENT HISTORY**(most recent first) | | | | |
| **From** | **To** | **Name, Location & Nature of Employer’s Business** | **Position Held & Summary of Responsibilities** | **Reason for Leaving** |
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| **PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION (continue on a separate sheet if necessary)**  This should include details of your knowledge, skills and experience or any other factions relating to the criteria listed on the person specification and job description. Please also include why you are applying for the post and why we should appoint you. For teachers, please include your vision for your subject. |
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| **REFEREES:** Please provide two referees*. One of your referees must be from your current employer and if from an educational setting must be the Headteacher/Principal, etc. and the other must be a previous employer, again if an educational setting from the Headteacher, etc. Please note it is not possible to accept both referees from the same organisation.* | | |
| **Name** | **Occupation** | **Address, Telephone Number and email address** |
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| **DECLARATION OF CRIMINAL OFFENCES** | |
| The school is required to give you the opportunity to voluntarily declare all cautions, bindovers, pending prosecutions, spent and unspent convictions. You will be provided with a self-declaration form by the school shortly. All posts in school are exempt from the Rehabilitation of Offenders Act 974. If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS). The existence of a criminal background does not automatically mean that you cannot be appointed but it may be so. | |
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| **The DBS offers an update service which keeps DBS certificates up to date and allows employers to make an online check, with an applicant’s consent. This applied where the type and level of check are identical and in the same workforce area (eg schools)** | |
| Please confirm if you currently subscribe to the update service Yes 🞏 No 🞏 | |
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| **Declaration**  Do you have a close relationship with, and/or are related to, anyone in school or a school governor? | |
| Yes 🞏 No 🞏 If Yes, please state details | |
| I confirm that I have not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.  In accordance with Data Protection Action 1998, I agree that information I have provided may be held and used for personnel reasons.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.  I hereby declare that information given on this form is complete and accurate. | |
| NAME | SIGNATURE |
| DATE |  |

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| **Childcare (Disqualification) Regulations 2009**  The Department of Education (DfE) has revised its Statutory Guidance ‘Keeping Children Safe in Education”.  This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.  A person may be disqualified through   1. Having certain orders or other restrictions placed upon them 2. Having committed certain offences 3. Living in the same household as someone who is disqualified by virtue of 1 and 2 above (this is known as disqualification by association).   Upon appointment an education setting may, therefore, require to sign a declaration confirming that you are not disqualified under those Regulations from working in schools. |

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| **How did you find out about this job?** | |
| \*TES/Teach in Herts/School Website/Other (please indicate): |

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| **Please email or post this completed Application Form together with your supporting information, where appropriate to:** |
| The Headteacher  The Sele School  Welwyn Road  Hertford,  Herts  SG14 2DG |
| email:hr@sele.herts.sch.uk |

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| **The Sele School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |

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| **ADDITIONAL INFORMATION** |