

*This form is designed to help us to assess your application, and to conform with DfE guidance. Please complete this form by typing in the boxes or using black ink. If necessary, please provide additional information on a separate sheet.*

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| Post applied for: |  | |
| **Contact Details** | | |
| Title (Mr/Mrs/Miss/Ms/Dr etc): |  | |
| Forename(s): |  | |
| Surname: |  | |
| Maiden Name / Other Names: |  | |
| Address:  Postcode: | | |  |  | | --- | --- | | Telephone (day/mobile): |  | | Telephone (evening): |  | |  |  |   Email: |
| Date of Birth:  This information is required to ensure correct identification of the candidate | | Qualified Teacher Status (QTS): YES/ NO (delete as appropriate)  DfES Ref: |
| N.I Number: |  | Registered with GTC for England: YES/ NO (delete as appropriate) |

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| **Reason for Application and Other Interests** | | | |
| Please state why you have applied for this post.  Indicate past achievements, experience and personal qualities relevant to your application.  Refer to the job description/person specification.  What contribution would you expect to make in the post?  Please continue on a separate sheet or extend this section to provide more space if you wish. | | | |
| Other (outside) activities or interests, membership of organisations, or commitments to public duties. | | | |
| Personal statement describing yourself. | | | |
| **Education Background**  A full history in chronological order since leaving secondary education is required and explanations of periods not in employment. | | | |
| Secondary education (11-18) | From | To | Examinations taken - Results – Grades – Awarding body |
|  |  |  |  |
| University/College | From | To | Subjects studied/course title; Examinations taken; Results (Hons/level attained); Awarding body |
|  |  |  |  |
| Membership of Professional bodies: | | | |
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| In-service training and CPD – please give details relevant to this post within the last four years: | | | |
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| **Chronological Employment History –** Please detail any gaps in employment e.g. travelling or looking after children etc. | | | | |
| Present or last employer, name and address, type of business | | | | |
| Full time or Part Time (state days/hours if part time) |  | | | |
| Date employed from |  | | | |
| Date employed to |  | | | |
| Position(s) held |  | | | |
| Brief description of duties | | | | |
| Reason for leaving | |  | Current salary £ |  |
| Notice required | |  | | |
| Referee’s name and position | |  | | |

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| Previous employer, name and address, type of business | | |
| Date employed from |  | |
| Date employed to |  | |
| Position(s) held |  | |
| Brief description of duties | | |
| Reason for leaving | |  |
| Referee’s name and position | |  |
| **Please continue on a separate sheet or copy and paste the above section here and complete for all previous employers or gaps in your employment history** | | |

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| **Steephill School**  Have you any friends or relatives employed by Steephill School or are you related to any pupils or Governors? if so, please provide their name and the nature of the relationship:  Have you applied to Steephill School before? If so, post applied for and approximate date: |
| **Right to work in the UK**  Do you have the legal right to work in the UK? **YES / NO**  If yes, and there are conditions attached, for example start or finish dates, please specify:  If no, what type of work permit do you require? |
| **Health**  If you require any form of reasonable adjustment to attend the interview, please inform us. |

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| **Referee Details**  Please indicate the names of two referees where requested. The first reference should be your current or most recent employer. If you are a teacher, it should be your current Headteacher. If you are a student, give appropriate school or college referees. It is the normal practice for references to be obtained before any formal interview. Please note that the school reserves the right to contact any previous employer.  Referees will be asked whether you have been the subject of any safeguarding concerns.  We would normally expect to approach your referees without further reference to you.  Please confirm that you are happy to accept this. **YES / NO** | | |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Relationship |  |  |
| Position |  |  |
| Address |  |  |
| Email address |  |  |
| In what capacity does this person know you? |  |  |
| How long has this person known you? |  |  |

**Safeguarding and Child Protection**

Steephill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school’s Safeguarding Policy and KCSiE guidance, available on our website, and short-listed candidates are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure & Barring will be sought on all successful applicants.

**Online checks**

As part of our recruitment process, we will be checking the online presence of applicants.

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| **Declaration by the Applicant** | | | |
| I agree that any offer of employment by Steephill School is subject to satisfactory evidence of: the right to work in the UK, references, medical, prohibition checks and police clearance (where appropriate).  I understand that Steephill School will collect and process my personally identifiable information in accordance with the School Privacy Notice which I have received and read as part of the application process. I consent to Steephill School processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment by Steephill School.  I also confirm that I have read the school’s Recruitment Policy and Equal Opportunities policy as part of the application process.  I confirm that the information given in this application and any attachments is factually correct and complete, and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal, and possible referral to the police. | | | |
| Signature: |  | Date: |  |
| Full Name: |  | | |
| All employment is subject to the receipt of satisfactory references. | | | |

Thank you for completing this application.

Please return via email to: [**secretary@steephill.co.uk**](mailto:secretary@steephill.co.uk)

**OR via post to:**

School Secretary

Steephill School

Off Castle Hill

Fawkham

Longfield

Kent DA3 7BG