**Employment Application Form (Part 2)**

***If your completed application is emailed, please note that it must be returned in a Word or PDF format***

Post applied for:

School name:

Please state where you saw this vacancy or which agency is representing you:

Please return your completed application form to the following address:

**Lauren Martin- HR   
OneSchool Global UK   
Exchange Place   
Poseidon Way  
Warwick, CV34 6BY**

Or email: [Recruitment@uk.oneschoolglobal.com](mailto:Recruitment@uk.oneschoolglobal.com)

**Safeguarding Statement**   
OneSchool Global UK is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.   
  
**Additional Information**

|  |  |
| --- | --- |
| Date of birth: |  |
| Do you have a disability as defined by the Equalities Act 2010? | YES / NO |
| If yes, please give brief details to tell us if there is support which can be provided at interview or in employment if offered the job? | |
| Have you ever been dismissed from employment for a reason other than redundancy? | YES / NO |
| If yes, please give reasons: | |
| Have you ever been suspended or subject to disciplinary action in any employment? |  |

**Declarations- Criminal Convictions**

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.

***Applicants should note that providing false information to obtain employment is a criminal offence.***

Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.

OneSchool Global UK is committed to safeguarding the welfare of our students. Enhanced Disclosure and Barring Service Checks will be carried out on all successful applicants.

Disclosure of a criminal record will not necessarily debar you from employment, this will depend upon the nature of the offence(s), frequency and when they occurred.

|  |  |
| --- | --- |
| Have you previously used, or do you currently use any other surname? | YES / NO |
| If YES, state the other surname(s) you use(d) | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | YES / NO |
| If YES, when did this take place? | |
| Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions) | YES / NO |
| *If you answer YES to any of the questions above, you will be expected to provide details of the conviction(s) or offence(s) in a selected envelope marked ‘private and confidential’. If you are not short listed, the envelope will be destroyed.*  *Please note that it is a condition of your employment that you inform OneSchool Global UK if convicted of any criminal convictions (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.* | |

**Relatives**

|  |  |
| --- | --- |
| Are you related to, or the partner of, any member, employee or Trustee of OneSchool Global UK? | YES / NO |
| If so, please given name and the school they work at? | |
| Relationship: | |

|  |  |  |
| --- | --- | --- |
| Signed: |  | |
| Print Name: |  | Date: |