



Brettenham Park
Ipswich, Suffolk, IP7 7PH.
Tel:01449 740252 Fax:01449 740955

APPLICATION FORM

Position Applied For:

Personal Details

Title:

Forenames:

Surname:

Address:

Post Code:

National Insurance No:

Home Tel:

Mobile Tel:

Work Tel:

E-mail:

Criminal Convictions

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 H R Director. If you would like to discuss this beforehand, please telephone in confidence to the H R Director for advice. (01449 744798).

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 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/db

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.

Please delete as appropriate

I have nothing to declare

I enclose a confidential statement

References:Title (Mr/Mrs/Ms) Initial: Surname: Address: Post Code: Telephone No: E-mail Address: In what capacity does this person know you? Title (Mr/Mrs/Ms) Initial: Surname: Address: Post Code: Telephone No: E-mail Address: In what capacity does this person know you? **References:**

Please provide names and contact details for two referees, *one of which must be your current or most recent employer*. (Note: if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend.

Disciplinary Procedures

Have you been subject to any disciplinary procedures relating to the safety and welfare of children or young people including any where the disciplinary sanction has expired?

Yes/No

If yes, please give details on the 'Continuation Page' of this form.

Entitlement to work in the UK

To comply with the Immigration and Asylum Nationality Act 2006 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your National Insurance Number, birth certificate, passport etc.) Do not send these now. Further information will be sent to you if you are selected for interview.

Do you require a work permit to work in the UK? Yes No

If you already have a work permit, please give the expiry date

Continuation Page

Please use this page to provide any further information

Data Protection:

When signing the declaration below, the applicant is confirming that they agree for Old Buckenham Hall School to process this information in accordance with Data Protection Guidelines for the purposes of recruitment and offering employment only. Old Buckenham Hall will transfer part of the information it holds to third parties where required by operation of law. Once this form has been submitted, the applicant is entitled to see a copy of the data Old Buckenham Hall holds on the Applicant. Should the Applicant wish to see the information held by Old Buckenham Hall School, please contact Bursar on 01449 744785.

Declaration

- To the best of my knowledge, the information I have supplied on this form is complete and accurate.
- I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.
- I confirm that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Secretary of State or a regulatory body.

Signed:

Date:

All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview.

'We are committed to safeguarding children and expect all staff and volunteers to share this commitment

Notes:**Equality Statement:**

Employees and prospective employees will not be unfairly discriminated against on grounds of disability, gender, race, colour, ethnic origin, religion, belief, culture, nationality, national origin, age, sexual orientation and trade union membership or non-membership. This list is not exhaustive and there are other forms of discrimination that will not be tolerated.

Please tell us how you heard about this post?