

Application for Employment

Position applied for:	
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Section 1: Personal Details		
Title (Dr/Mr/Mrs/Miss/Ms):	Forename(s):	Surname:
Date of birth:	Preferred name:	Former name:
Address:	Are you currently eligible for employment in the UK?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please provide details of visa/work permit if applicable:	
Telephone Numbers:		
Home:	Mobile:	Email address:
Teacher reference number (if applicable):	Are you related to or do you maintain a close relationship with an existing employee at St. Helen's School?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have Qualified Teacher status?	If so, please provide details:	
Yes <input type="checkbox"/> No <input type="checkbox"/>		
Where did you see this vacancy advertised?		

Section 2: Education

Please start with the most recent (if applying for teaching position, please show A Level, degree and postgraduate qualification or equivalent)

Name of school/college/ university	Dates of attendance (From - To mm/yyyy)	Subject(s)	Result/Grade/ Classification

Other vocational qualifications, training, skills or professional memberships:

(which you consider relevant to the position for which you have applied)

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Interests:

Please give details of interests, hobbies or skills that you could bring to the school for the purposes of extra-curricular activity.

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**Section 3: Previous Employment
and/or activities since leaving secondary education**

Please place most recent employer first and continue on a separate sheet if necessary

Dates (From - To dd/mm/yyyy)	Name and address of employer	Position held and/or main duties/responsibilities	Reason for leaving
			Current salary

Section 4: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Describe any experience or skills you have gained in other similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

Criminal Records

A contract of employment is conditional upon the School receiving a satisfactory Enhanced Disclosure from the Criminal Records Bureau (CRB). If you are successful in your application you will be required to complete a CRB Disclosure Application Form. Any information disclosed will be handled in accordance with the School's policy on the employment of ex-offenders (a copy of which is available upon request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands or final warnings (including those which would normally be considered "spent" under the Act) must be declared.

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final written warning from the police? Yes No

Is "Yes" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Health

The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995. For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial or long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes No

If you wish, please give further details here:

Please give details of any special arrangements you might require to attend interview:

In accordance with the Education (Health Standards) (England) Regulations 2003 any offer of employment made by the School will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire, the responses to which will be assessed by the School's medical advisor who may be given access to your medical records and/or be referred to a specialist clinician.

Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

All new posts are subject to a probationary period.

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

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed within 6 months.

Ethnic Origin

This section will be used for ethnic monitoring purposes only. Your application will in no way be prejudiced if you decline to complete this section.

I would describe my ethnic origin as:

White <input type="checkbox"/>	African <input type="checkbox"/>	European <input type="checkbox"/>
Afro-Caribbean <input type="checkbox"/>	Asian <input type="checkbox"/>	Other <input type="checkbox"/> Please specify:

References

Please supply the names and contact details of two people who we may contact for references. Where possible these details should be your two most recent employers. Neither referee should be a relative or someone known solely to you as a friend. The School will only accept references from referees that the School has contacted and cannot accept testimonials given to them by the candidate. The School intends to take up references from all shortlisted candidates for **teaching** positions **before** interview.

Referee 1		Referee 2	
Name:		Name:	
Organisation:		Organisation:	
Address:		Address:	
Occupation:		Occupation:	
Telephone No:		Telephone No:	
Email:		Email:	
May we contact prior to interview?		May we contact prior to interview?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Declaration

- I confirm that the information I have given on this form is true and correct to the best of my knowledge.
- I confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal.
- I consent to the School processing the information on this form, including any 'sensitive' information, as may be necessary during the recruitment process.

Signature:

Date:

St. Helen's School educates girls from age 3 to 18 and prides itself on offering a harmonious and supportive environment for all staff. Set in 20 acres in Northwood, the School is only a five minute walk from Northwood Station on the Metropolitan Line of the London Underground.

Benefits of working at St. Helen's include:

- Competitive pay
- Opportunity to join Teachers' Pension Scheme or Norwich Union Group Scheme
- Life Cover to the value of 3 times salary
- Free use of our superb health and fitness facilities during lunch breaks
- Free lunch and refreshments
- BUPA membership at corporate rates



St. Helen's

Please send this form to:

HR Manager St. Helen's School
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www.sthn.co.uk