|  |  |
| --- | --- |
| Application for Employment |  |



Please complete all sections of this Form

|  |  |
| --- | --- |
| The College is legally required to carry out a number of pre-appointment checks which are detailed in the College's Safer Recruitment policy. The information you are being asked to provide in this form is required so that the College can comply with those legal obligations should your application be successful.  Please note that in order to be considered for a position at the College, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form, but may accompany this form. | |
| **Position applied for:** |  |

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Address |  |
| Forename |  |  |
| Surname |  |  |
| Previous Surnames |  | Post Code |  |
| Preferred Name |  | National Insurance Number |  |
| Contact number |  | Email address |  |
| DFE No (if applicable) |  | Do you have the right to work in the UK? If so, please give details on eligibility |  |
| Are you registered with the general Teaching Council for England? |  | Do you have Qualified Teacher Status? |  |
| Have you read the College’s child protection policy? | |  | |

# Connections to Clifton College

We are required to know if applicants have an existing connection to any pupil, employee, contractor working with us, volunteer, Governor or Council Member of Clifton College

|  |  |
| --- | --- |
| Are you related to or do you hold a close relationship with any of the above?\* |  |
| If yes, please provide name and details of relationship |  |
| Have you worked with children before? If so, please state where and include this as a reference contact |  |

**Social Media**

We are required by the Keeping Children Safe in Education Act (KCSIE) to conduct a visual check of applicant social medias accounts for potential inappropriate comments, posts, or images that could pose potential safeguarding concerns or bring Clifton College into disrepute.  
We advise all staff to apply privacy settings to their accounts.

|  |  |
| --- | --- |
| If you have any social media accounts, please list here along with links / handles for your profile. |  |

|  |
| --- |
| **Important information – please ensure you read this before completing your application** |
| **Disclosure and Barring Service checks, criminal record and Children's Barred List** |
| Please be aware that the College applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the College which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.  The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules  Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the School's objective assessment criteria set out in the College’s Safer Recruitment policy. |
| **Prohibition from teaching, prohibition from management and disqualification from providing childcare** |
| The College is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.  The College is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the College:   * Head of College, Head Master of the Upper School, Headmaster of the Preparatory School; * teaching posts on the senior leadership team; * support staff posts on the senior leadership team; * teaching posts which carry a departmental head role; * support staff posts which carry a departmental head role; * HoM (Housemistress or Housemaster)   The College is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes, 'childcare' includes:   * all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort or member of the office staff is not considered 'childcare' for these purposes.  If you are shortlisted for interview, you will be asked to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and/or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying is a relevant management role or involves the provision of 'childcare' please contact [myfuture@cliftoncollege.com](mailto:myfuture@cliftoncollege.com). |

**Employment history**

The employment history should cover all dates since leaving secondary school. If there are any gaps (e.g. sabbatical, unemployment, looking after children, travel), please provide details below for each break as a company name and employment start/end date fields. Employment end date can be left blank for current employers.

If you have not worked before, please state “I have not worked before” in mandatory fields and put your date of birth as employment start date.

Where the day is not known, employment dates need only be given to month and year accuracy. Salaries should be entered as numerical values, without any text.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates of employment | | | Job title | Company name and address | Job details | Reason for leaving/notice period (if current) |
| From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates of employment | | | Job title | Company name and address | Job details | Reason for leaving |
| From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |

Please provide further details of employment since leaving full time education on a separate sheet.

# Gaps in employment

Please detail any gaps in employment or education of a month or more that you have not mentioned above but you have had since the school leaving (age 16), e.g. unemployed, travelling, holiday between jobs, sabbatical & relocating. Please provide dates and reason for the gap.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Date from | Date to | Details | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

# Education

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of  school/college/university** | **Dates of attendance** | | | **Examinations** | | | |
|  |  | | | Subject | Result | Date | Awarding body |
|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Professional Memberships** | |
| Please list all current professional memberships. If your professional membership is not listed you may put it box below this section. | |
| Membership name |  |
| Start date |  |

|  |  |
| --- | --- |
| Membership name |  |
| Start date |  |

|  |  |
| --- | --- |
| Membership name |  |
| Start date |  |
| **Other professional or vocational qualifications, skills or training** | |
| Please list other courses, seminars attended in the last five years. List any training or staff development.  Summarise any special training, skills, languages, licenses, certificates, interests and activities. List special accomplishments, publications, awards, etc.  List professional, trade, business or civic associations and any offices held. | |
|  | |

|  |  |
| --- | --- |
| **Supporting statement** | |
| Please set out briefly how your expertise and experience match the requirements outlined in the Job Description for this post. Describe the experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. | |
|  | |
| What are your salary expectations for the role? |  |

|  |
| --- |
| **Interests** |
| Please give details of any interests, hobbies or skills that you could bring to the College for the purposes of extra-curricular activity. |
|  |

# References

Please supply the names and contact details of three people who we may contact for references, these should be from three separate Organisations where possible. One of these **must** be your most recent employer. We do not accept references from relatives or someone who has solely known you as a friend. If you have worked for an employer which involved working with children, please ensure these are one of your references.

* The College reserves the right to take up references from any previous employer.
* If the College receives a factual reference i.e. one which contain only limited information about you, additional references may be sought.
* If you have previously worked overseas the College may take up references from your overseas employers.
* The College may also telephone your referees in order to verify the reference they have provided.

**The College has a regulatory duty to obtain references prior to interview, by providing these details you are consenting to the College contacting your referees. If there are any issues with this please contact myfuture@cliftoncollege.com.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current / most recent employer referee** | | | |
| Referee name |  | Occupation |  |
| Organisation |  | Reference type |  |
| Email address *(must not be a personal email address)* |  | Contact number |  |
| How do you know this person? |  | Can we contact your referee prior to interview?  If not please explain why |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Second referee (if you have ever worked or volunteered with children please use this as your second reference)** | | | |
| Referee name |  | Occupation |  |
| Organisation |  | Reference type |  |
| Email address |  | Contact number |  |
| How do you know this person? |  | Can we contact your referee prior to interview? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Third referee (if you have been working in another country for more than three months in the past five years, please provide reference details here)** | | | |
| Referee name |  | Occupation |  |
| Organisation |  | Reference type |  |
| Email address |  | Contact number |  |
| How do you know this person? |  | Can we contact your referee prior to interview? |  |
|  | | | |

|  |  |
| --- | --- |
| **Consent** | |
| \*I consent to the College processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process; and my on-going employment.  \*I consent to the College making direct contact with the people specified as my referees to verify the reference. | |
| As this form is submitted electronically and without signature, electronic receipt of this form by the College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above. | |
| Can you confirm that the details in this form are correct? |  |
| Applicant’s Full Name |  |
| Today's date |  |

It is the College'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 or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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

A copy of the College’s Safer Recruitment Policy (which includes the College's 'Policy on the recruitment of ex-offenders'), and Safeguarding and protecting children policy is available for download from the College’s website. Please take the time to read them.

If your application is successful, the College will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.

How we use your information

Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found on the College’s website