



## IPSWICH SCHOOL

Application for employment

***Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.***

***Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a NO SMOKING POLICY.***

***Please complete this form in your own handwriting.***

### PERSONAL DETAILS

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title (Mr/Mrs/Ms/Miss/Dr) \_\_\_\_\_ National Insurance No \_\_\_\_\_

Telephone Number (land line and mobile if you have one) \_\_\_\_\_

E-mail address \_\_\_\_\_

Any former Surnames (e.g. maiden name) or First Names \_\_\_\_\_

\_\_\_\_\_

### DRIVING LICENCE

Do you hold a current valid driving licence? Yes/No

Is your driving licence Provisional/Ordinary/Other (please specify) \_\_\_\_\_

Please indicate any endorsements \_\_\_\_\_

## EMPLOYMENT AND CAREER HISTORY

- **Please supply a full history of work, parenting or other experience on the sheet enclosed,** starting with your most recent position and working backwards since leaving secondary education.
- Include periods of any post-secondary education/training, part-time and voluntary work as well as full time employment, with start and end dates; explanations for periods not in employment, education or training; salaries and reasons for leaving employment.
- Applicants should note that in accordance with guidelines from the Department for Education (DfE) to prevent unsuitable people working with young people, Ipswich School may contact any previous employer.

## EDUCATION AND QUALIFICATIONS

Candidates will be asked to verify qualifications relevant to the post applied for. Please continue on a separate sheet if necessary.

Dates From	To	Name of School or College	Examinations Passed/Qualifications Obtained

Please give details of any other professional qualifications you hold and details of any courses you have attended:

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## VETTING: DISCLOSURE AND BARRING SERVICE

Please note that if your application is successful a Disclosure will be requested from the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.

***Please delete one of the following statements:***

- I do not have any criminal convictions, cautions or bindovers
- I attach details of criminal convictions, cautions or bindovers in a sealed envelope marked confidential

**REFERENCES**

- Normally, references will be requested for all candidates invited for interview, unless you ask us not to by indicating below. This will not affect our decision to invite you for interview; however, references will need to be taken up prior to an offer of employment being made.
- If you are currently working with children on either a paid or voluntary basis, your current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired' and whether you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

Please give the names, addresses and contact details of two people who would be willing to supply a reference about you, **at least one of whom must be your most recent or current employer**. Please state in what capacity they know you. Please note that references are not acceptable from relatives or from people writing solely in the capacity of friends and that it is Ipswich School's policy to verify all references.

**Most recent or current employer**

Name \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone number and e-mail address \_\_\_\_\_

May we contact them if you are on our interview shortlist? Yes/No  
If you answer 'no', we will contact you for permission before requesting a reference

**Other referee**

Name \_\_\_\_\_ Position \_\_\_\_\_

Capacity in which you know the person \_\_\_\_\_

Address \_\_\_\_\_

Telephone number and e-mail address \_\_\_\_\_

May we contact them if you are on our interview shortlist? Yes/No  
If you answer 'no', we will contact you for permission before requesting a reference.

Note: If you are not currently working with children but have done so in the past, we will obtain a reference from that employer and we will ask you to supply relevant details in order for us to do so. We may also approach previous employers, particularly where you have worked with children, for information to verify particular experience or qualifications or issues as outlined above before interview.

**INTERESTS**

Please let us know about your personal interests and skills which may be relevant to this post:
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## SUPPORTING INFORMATION

Please set out below your reasons for applying for this post, and any other information in support of your application. Please continue on a separate sheet if necessary.

Please state details of any special requirements you may have if you are called for interview \_\_\_\_\_

### DECLARATION

I declare that:

- the information given on this form is true and complete to the best of my knowledge and belief.
- I am not disqualified from working with children or subject to sanctions imposed by a regulatory body and I have enclosed details of any convictions, cautions or bindovers if appropriate.
- I know of no reason, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by this post.

I understand that:

- providing false information is an offence and could result in the application being rejected, or summary dismissal if I am selected for the post and possible referral to the police.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*In accordance with the Data Protection Act 1998, Ipswich School intends to use the information supplied in this form for the purpose of recruitment and selection only. Your signature on this form indicates your consent to the information being kept and used for Ipswich School personnel records if successful. If unsuccessful, this information will be kept for a certain period and then destroyed.*

*Please return completed form to:*

*Mrs A Knights, HR Administrator, Ipswich School, 25 Henley Road, Ipswich, Suffolk IP1 3SG*

Please mark the envelope Private and Confidential

Please tell us how you heard about this vacancy \_\_\_\_\_

**EMPLOYMENT AND CAREER HISTORY**

Name \_\_\_\_\_

Application for Employment as

<b>Dates From (month and year)</b>	<b>To (month and year)</b>	<b>Employer's Name, Address and Type of Business or Name and Address of School/College</b>	<b>Position Held, Duties, Salary and Reason for Leaving or Course Title</b>

*Please continue overleaf if necessary*

<b>Dates From (month and year)</b>	<b>To (month and year)</b>	<b>Employer's Name, Address and Type of Business or Name and Address of School/College</b>	<b>Position Held, Duties, Salary and Reason for Leaving or Course Title</b>