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| Application Form  |

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| **Position applied for:**  |

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| **Section 1 – Personal details** |
| Title:Dr/Mr/Mrs/Miss/Ms  | Forename(s): | Surname: |
| Former name:  |
| Preferred name: |
| Address: |  |
| Are you currently eligible for employment in the UK? Yes 🖵 No 🖵Please provide details: |
| Telephone number(s):Home:Work:Mobile:Email address: | Date of Birth: |
| National Insurance number: |
| Religious Denomination / Faith:  |

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| **Section 2 – Education** Please start with the most recent |
| **Name of school/college/university** | **Dates of attendance** | **Examinations** |
| Subject | Result | Date | Awarding body |
|  | From:dd/mm/yy |  |  |  |  |
|  |  |  |
| To: dd/mm/yy |
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|  | From:dd/mm/yy |  |  |  |  |
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| To:dd/mm/yy |
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|  | From:dd/mm/yy |  |  |  |  |
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| To:dd/mm/yy |
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| **Section 3 – Other vocational qualifications, skills or training**Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |
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| **Section 4 – Employment**  |
| Current/most recent employer: | Current/most recent employer's address: |
| Current/most recent job title: | Date started: |
| Brief description of responsibilities: | Date employment ended (if applicable):  |
| Current salary/salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these. |
| Reason for seeking other employment: |
| Please state when you would be available to take up employment if offered: |

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| **Section 5 – Previous employment and/or activities since leaving secondary education**Please continue on a separate sheet if necessary |
| **Dates** | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
| From: dd/mm/yy |  |  |  |
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| To: dd/mm/yy |
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| From: dd/mm/yy |  |  |  |
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| From: dd/mm/yy |  |  |  |
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| To: dd/mm/yy |
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| **Section 6 - Gaps in your employment**If there are any gaps in your employment history please give details and dates.  |
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| **Section 7 – Interests**Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School  |
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| **Section 8 – Suitability**Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description [and person specification] and describe any 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. Continue on a separate sheet if necessary. |
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| **Section 9 – Criminal records** |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared, subject to the DBS filtering rules referred to on page 9 of this form. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).Before answering these questions please see the information on Spent Convictions and the DBS filtering rules on page 9 of this form.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 warning from the police? Yes 🖵 No 🖵If answering "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. |
| **Section 10 – References** Please supply the names and contact details of at least two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.  |
| **Referee 1** | **Referee 2** |
| Name:Organisation:Address:Occupation:Telephone number:Email:May we contact prior to interview? Yes 🖵 No 🖵 | Name:Organisation:Address:Occupation:Telephone number:Email:May we contact prior to interview? Yes 🖵 No 🖵 |
| **Referee 3 (Optional)** |  |
| Name:Organisation:Address:Occupation:Telephone number:Email:May we contact prior to interview? Yes 🖵 No 🖵 |  |

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| **Section 11 – 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, gender, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments 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.A copy of the School’s Recruitment Policy and Child Protection Policy is available on the School’s website. Please take the time to read IT.All information given on this form will be treated in confidence, in accordance with the provisions of current Data protection legislation.Cranmore School is a data controller and is registered with the Information Commissioner’s Office as required under the Data protection Act 1988. Under the Data Protection Act 19688 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with your application for this post. Your name and contact details could be held electronically together with recruitment process monitoring. By signing the declaration in Section 12 of this form, you give permission for your details to be used in this way.Information contained on this form will be disclosed to members of the School as necessary. If your application is successful, the School l 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 normally be confidentially destroyed after six months. |

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| **Section 12 – Declaration** |
| * **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.**
* **I confirm that I am not on the Children's Barred List, 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 and may amount to a criminal offence.**
* **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**
* **I consent to the School making direct contact with the people specified as my referees to verify the reference.**

 Signature ……………………………………………………………………………. Date ……………………….. |

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# Spent convictions and the DBS filtering rules

**Spent convictions**

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| **Sentence** | **Rehabilitation period (in all cases the period commences from the date of the conviction)** |
|  | **Aged over 18 at time of the conviction** | **Aged under 18 at the time of the conviction** |
| Prison sentence for a term exceeding 6 months but less than 2.5 years | 10 years  | 5 years |
| Prison sentence for a term of 6 months or less | 7 years | 3.5 years |
| Fines, probation, compensation, community service, reparation orders, curfew orders | 5 years | 2.5 years |
| Absolute discharge | 6 months | 6 months |

Prison sentences of more than two and a half years are never considered spent

**Filtering rules**

You are not required to disclose information about spent criminal convictions if you were over 18 years of age at the time of the offence and:

* 11 years have elapsed since the date of conviction;
* it is your only offence;
* it did not result in a custodial sentence; and
* it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

* five and a half years have elapsed since the date of conviction;
* it is your only offence;
* it did not result in a custodial sentence; and
* it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:
<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Please return completed form to:

Mrs Sonia Kang

Headmaster’s PA

Cranmore School

Epsom Road

West Horsley

KT24 6AT

Telephone: 01483 280343

Email: sonia.kang@cranmore.org

Website: <http://www.cranmore>.org



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