

Employment Application Form for Professional Services Staff

PLEASE

- complete this form clearly so that it can be photocopied
- continue answers on separate sheets if there is not enough space

Position applied for

1. Personal details

Name

Surname.....Title *Mr/Mrs/Miss*
etc.....

First Names *underline the one normally used*

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Home Address

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National Insurance No

Do you hold a current, clean full driving licence?

YES ☐ NO ☐

Correspondence Address *if different*

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Are you qualified to drive a minibus:

YES ☐ NO ☐

Is your driving licence free of endorsements? If not,
please give details:

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Has any Court ever convicted you of an offence or have
you ever been cautioned for an offence? If so, please
give details:

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Telephone *Daytime*

Evening

Mobile

Email

2. Education, academic and professional qualifications

	Qualification, Subject, Grades	Year Awarded	Awarding Institution
Postgraduate Qualifications <i>Please include grades and name(s) of awarding institution(s)</i>			
Higher and Secondary Education <i>Please include grades and name(s) of awarding institution(s)</i>			
Others <i>Please include grades and name(s) of awarding institution(s)</i>			

3. Present appointment or most recent

Post held

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Organisation

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Organisation address

Date appointed

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Salary

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Notice required

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Reason for leaving:

Consent to contact place of employment:

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YES ☐ NO ☐

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4. Previous work experience

Please start with the most recent – continue on separate sheet if required

Nature of Occupation	Employer	Period of service	
		From	To

Continued

Nature of Occupation	Employer	Period of service	
		From	To

5. Interests/other background information

Give details of activities (e.g. games, pastoral responsibilities, outdoor pursuits), stating experience and qualifications. Indicate your degree of interest or desired level of involvement (both professional and leisure). In addition, please provide information on any training or other experience that you have that you feel is relevant.

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6. Declaration by applicant

6a As this appointment is classified as having substantial access to children, appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure will only be required following interview if it is considered that you are the most suitable candidate for the post.

Please state whether you have enhanced clearance by the Disclosure Barring Service:

YES ☐ NO ☐

If you have had a DBS check, did you register it to be portable (only applicable since 2014)

YES ☐ NO ☐

6b Are you related to or do you have any social contact with any member of the School's Governing Body, the Senior Management Team, or with a member of the official of the organisation who has responsibility for the School or any substantial donor or are there any matters which you are aware of that could lead to a potential conflict of interest with the School?

YES ☐ NO ☐

IF YES, PLEASE PROVIDE DETAILS ON AN ADDITIONAL SHEET OF PAPER.

6c **Privacy Statement:** The privacy of job applicants' personal information is important to us. We take every precaution to protect it. The personal data you provide for potential employment and otherwise as part of the recruitment process will be held and processed for the purpose of the applications and for the selection processes of Frensham Heights School ('The School'). For your security, the information you give will of course be treated by The School as confidential.

Who has access to your information and to whom is it disclosed?

Only the School staff members conducting recruitment procedures have access to your data. Your application is stored on The School server, processed and possibly also forwarded by email to the staff member responsible for responding to it.

If your application is successful, this data will be used for the pre-employment screening check and passed to an agent of The School's choice for verification. By completing the Application Form you consent for The School to do this.

How do we protect and safeguard your information?

Inside the School, the data can only be accessed by designated staff. The School has implemented technologies and security policies to protect the stored personal data of our users from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. We will continue to enhance our security procedures as new technology becomes available.

If you wish to modify or have your personal data deleted after having submitted your application please [contact The School](#).

How do we proceed with processing and deleting your personal data?

The data of a successful candidate who becomes an employee will be transferred to the School's secure data files. For all other candidates your information will be held for 30 days; deletion of your data will happen after this period.

Questions or Requests

Should you have questions or requests concerning the personal data you have submitted, please [contact The School](#).

6d I declare that:

a. the information I have given on this form and in any attachments is correct, true and complete, and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary and/or exclusion from shortlisting and acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.

b. I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by this post for which I am applying. And I acknowledge that any offer of employment made by the school will be conditional on the verification of medical fitness.

Signed: Date:

7. References

N.B References will only be sought for short listed candidates.

May we approach your referees without further reference to you? YES ☐ NO ☐

The first reference should be your present or most recent employer.

Reference 1	Reference 2
Name	Name
Position	Position
Address	Address
Telephone No	Telephone No
Email	Email
In what capacity do you know the above?	In what capacity do you know the above?
If you were known to either of your referees by another name, please give details:	

Frensham Heights Rowledge, Farnham, Surrey, GU10 4EA

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