

Application Form

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| Post Applied For | |  | |
| Where did you hear about this post or see it advertised? | |  | |
| What is your current notice period? | |  | |
| Preferred First Name: |  | Surname: |  |

Thank you for your interest in Uppingham School.

In order to assist both you and us in the recruitment process please ensure that you read the following documents:

* Relevant Job Description with Person Specification
* Recruitment and Selection Policy
* Recruitment of Ex–Offenders Policy
* Child Protection Policy

This application form is your opportunity to tell us about the skills, experience and attributes you feel are relevant to this role. You are required to complete all sections (including Personal Details and Recruitment of Ex-Offenders declaration) before submitting your application to the HR Department; failure to do so may result in your application being rejected.

Please complete this form in black ink and write clearly (if handwritten). If you run out of room in any section please continue on a separate sheet, clearly indicating the relevant section numbers at the top of the page.

All applicants will be short-listed based on the information provided on this form. CVs can be included as an addition to your application but not in place of the form or any section of it.

If you are short listed for interview you will be contacted directly by telephone or email. Due to the volume of applications we are unable to acknowledge all applications and if you do not hear from us within 21 days of the vacancy closing date please assume your application has been unsuccessful on this occasion.

Please return completed applications to:

## **The HR Department**

## **Uppingham School**

## **High Street West Tel: 01572 820633/0646**

## **Uppingham Fax: 01572 823471**

Rutland Email: hr@uppingham.co.uk

## **LE15 9QD**

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| 1. **PERSONAL DETAILS** | | | | | | |
| Surname: | | | | Title:  Mr  Mrs  Miss    Ms  Other: | | |
| Please list all previous names used: | | | |
| Forename: | | | Middle Names: | | | |
| Current Address: | | | Contact Numbers:  Please tick next to which methods of contact you would like us to use. Please do not list a work telephone number if you are not happy to be contacted at work under any circumstances. | | | |
| Postcode: | | |
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| Home: | | |  |
| Mobile: | | |  |
| Work: | | |  |
| Current salary: | | Email: | | | |  |
| Are there any restrictions on you taking up employment in the UK? | | | | YES: | NO: | |
| If yes, please give details here: |  | | | | | |
| Do you hold a full driving licence? | | | | YES: | NO: | |
| Do you have use of a car? | | | | YES: | NO: | |
| Do you have any endorsements? | | | | YES: | NO: | |
| If you have any endorsements, please give details here: |  | | | | | |

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| 1. **EDUCATION AND QUALIFICATIONS** | | | |
| Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there.  It is School policy to verify the qualifications of successful applicants, and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. | | | |
| Secondary School(s) attended: | | | |
| Name and Location | Dates Attended | | Qualifications Attained (Awarding Body, Subject, Level & Grade) *Brief summary only* |
| From  (mm/yy) | To  (mm/yy) |
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| Colleges attended: | | | |
| Name and Location | Dates Attended | | Qualifications Attained (Awarding Body, Subject, Level & Grade) |
| From  (mm/yy) | To  (mm/yy) |
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| Universities attended: | | | |
| Name and Location | Dates Attended | | Qualifications Attained (Awarding Body, Subject, Level & Grade) |
| From  (mm/yy) | To  (mm/yy) |
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| Other Courses | Please list below any courses you have attended which are required for the position or are relevant to it (please continue on a separate sheet if necessary). | |
| Name of course, where completed and qualification attained | | Date Completed (mm/yy) |
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| 1. EMPLOYMENT HISTORY | | | | |
| Please supply a full history in chronological order (with start and end dates) starting with your current/most recent employer first, of all employment, self-employment and any periods of unemployment since leaving secondary education. You must provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case reasons for leaving employment. | | | | |
| Dates of  Employment | | Name and Address of Employer | Job Title and brief summary of main responsibilities  of the position | Reason for leaving |
| From  (mm/yy) | To  (mm/yy) |
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| 3. EMPLOYMENT HISTORY - Continued | | | | |
| Dates of  Employment | | Name and Address of Employer | Job Title and brief summary of main responsibilities  of the position | Reason for leaving |
| From  (mm/yy) | To  (mm/yy) |
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| 1. LEISURE/NON WORK ACTIVITIES |
| Please note below your leisure interests, sports, hobbies, other pastimes etc. |
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| 1. EXISTING CONTACTS WITHIN THE SCHOOL | |
| In accordance with our Equal Opportunities policy, and to ensure an unbiased selection process, please indicate if you know or are related to any existing employees or Trustees at the School, and if so, how you know/are related to them. | |
| Name and Position at the School | Relationship to you  (e.g. friend, neighbour, sister etc) |
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| 1. SUPPORTING INFORMATION |
| Please make specific reference to the job description/person specification and give evidence for each statement making sure that is relevant to this position. |

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| Please tell us why you wish to leave your current role and why you are interested in this position. |
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| Tell us how your qualifications, skills & experience make you a good candidate for this position. |
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| Explain how you will develop the role and what personal qualities you will bring to the School. |
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| 1. REFEREES | | |
| Please provide two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children.  The School reserves the right to take up references from any previous employer. Referees will be contacted to verify the reference.  References will not be accepted from relatives or from referees writing solely in the capacity of friends. | | |
|  | Referee 1 | Referee 2 |
| Name: |  |  |
| Full Address: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| How do you know this person? |  |  |
| Occupation: |  |  |
|  | May we contact this referee prior to interview? YES  NO | May we contact this referee prior to interview? YES  NO |

We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. A completed application form helps us to compare individuals on like for like information and as such we do not accept a CV as the only form of application. However please feel free to attach a copy of your CV to your completed application form as supporting documentation.

All offers of employment are subject to:

* + Satisfactory medical clearance
  + At least two references that are satisfactory to the School
  + Proof of qualifications and right to work in the UK
  + Satisfactory enhanced disclosure clearance from the Disclosure and Barring Service

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| DECLARATION | | | | | |
| The personal information collected on this form will be used for the purposes of recruitment and selection for the role you have applied for, or other roles you may be suitable for within the School. If appointed this form will form part of your employment record. The information will not be used for any other purpose nor will it be disclosed to any third party. The School’s policy on retention of information is that all recruitment records are destroyed six months after the closing date for positions (except for information on successful applicants).  In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, any offers of employment will be subject to the production of a valid Passport or Birth Certificate and formal confirmation of your National Insurance number. In addition, all employees must provide copies of qualifications required in the Person Specification and submit authorisation to have them verified.  If it is discovered that you have given any information which you know to be false, or if you withhold any relevant information, your application may be rejected or any subsequent employment with us terminated and may amount to a criminal offence.   * I declare that the information I have given is, to the best of my knowledge, true and complete. * I am aware that the School will create computer and paper records about me during the recruitment and selection process, and consent to this information being used for such purposes. * I agree that should I be successful in this application I will apply to the Disclosure and Barring Service for an enhanced disclosure. I understand that should the disclosure not be to the satisfaction of the School, any offer of employment may be withdrawn or my employment terminated. * 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 am aware that the post I am applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands or final warnings, including those regarded as ‘spent’ must be declared. * Please tick the appropriate statement:   I have no convictions, cautions, reprimands or final warnings from the police and have no relevant court action pending against me.  I have attached details of any convictions, cautions, reprimands or final warnings from the police in a sealed envelope marked confidential. | | | | | |
| Signed: |  | Print Name: |  | Date: |  |