



St Peter's School, Kettering

APPLICATION FORM

Thank you for your interest in St Peter's School. In the interest of equality and fairness, all applicants are required to complete an application form. This helps us to compare individuals on a like-for-like basis. You may wish to include a CV or covering letter to support your application, but applicants will be short-listed based on the information provided in this form.

St Peter's School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates. The successful applicant will be required to undergo child protection screening appropriate to the post including checks with past employers and with the Disclosure and Barring Service.

Post applied for:	
How did you hear about this position?	

SECTION 1. PERSONAL DETAILS		
Title: Dr / Mr / Mrs / Ms / Miss / Other:	Forename(s):	
	Surname:	Previous surname(s):
	Date of Birth:	NI Number:
Current Address:	<i>Please indicate with a ✓ your preferred contact number</i>	
	Home tel:	
	Mobile tel:	
Postcode:	Email:	
CURRENT DRIVING LICENCE: None / Full / Provisional/ HGV / PSV: Date licence obtained:		
Do you have the use of a car? YES / NO		
Do you have category D1 (minibus): YES / NO		
Are there any restrictions on your taking up employment in the UK?		YES / NO
If YES, please provide details on the blank page at the end of this form.		
Have you lived or worked outside the UK?		YES / NO
If YES, please provide details:		
Are you related to, or do you maintain a close relationship with an existing employee, volunteer, or Governor of the School?		YES / NO
If YES, please provide details:		

SECTION 2 – EMPLOYMENT HISTORY		Candidate No:
Please start with your current or most recent employer and include details of all former employers since leaving full time education. Any gaps between periods of employment or between finishing school/training and employment should be explained (see section 3).		
Name and address of current / most recent employer:	Start Date (MM/YY):	
	End Date (MM/YY):	
	Notice period:	
	Salary:	
Job title:	Benefits:	
Brief summary of role and responsibilities:		
Reason for seeking other employment:		

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Please continue on a separate sheet of A4 paper if necessary (headed Supplement - Past Employment History) and attach to this Application Form

SECTION 3 – GAPS IN EMPLOYMENT HISTORY:		
If there are any gaps in your employment history since leaving full-time education (e.g. raising children, gap year, unemployment, study), please provide details including dates.		
Start date (MM/YY)	Finish date (MM/YY)	Reason

SECTION 4 – EDUCATION AND QUALIFICATIONS

List below all the educational / training establishments you have attended and any qualifications gained there. You may be asked to provide proof of any qualifications or training declared.

Name of School / College/ University:	Dates attended		Qualification(s) attained (subject, level & grade)
	From:	To:	
Academic Staff only	Do you have Qualified Teacher Status? Yes/ No Do you have a TRN / DfES / Teachers' Pension Number? Yes/ No <u>If YES, please provide your number:</u>		

Please continue on a separate sheet of A4 paper if necessary (headed Supplement – Education and Qualifications) and attach to this Application Form

SECTION 5 – OTHER COURSES OR RELEVANT PROFESSIONAL DEVELOPMENT

List below any courses you have attended which are required for the role or are relevant to it.

Name of course, where completed and qualification attained	Date completed

Please continue on a separate sheet of A4 paper if necessary (headed Supplement – Other Courses) and attach to this Application Form

SECTION 6 – SUITABILITY

Give your reasons for applying for this role and state why you believe you are suitable for the position. Use the Job Description and Person Specification and describe any experience and skills you have gained which demonstrate your ability and aptitude to undertake the duties of the post.

SECTION 7 – PERSONAL INTERESTS

Please provide details of any interests which may benefit the extra-curricular activities at St Peter's School

SECTION 8 – IT & COMPUTING SKILLS

Please provide details of any relevant computing skills and in particular Microsoft Office products.

SECTION 9 – REFEREES

Please provide the names and contact details, including telephone and email address, for **at least** two referees who can comment on your suitability for this role. **One referee must be your current or most recent employer or, if you have not been employed, your college or school tutor. If you are not currently working with children but have done so in the past, a reference will be required from your most recent employment working with children.** Ideally your second referee will be your previous employer.

If you are successful and the references provided are considered unsatisfactory, in order to satisfy our safeguarding checks, we may require references from organisations other than those provided on your application form.

Referees will be asked about any disciplinary offences/ concerns relating to children. In the case of any reference provided by a school which is not countersigned by the Head, then we may seek confirmation of the details in the reference from the Head. Please note we may approach previous employers to verify particular experience or qualifications before the interview.

References will not be accepted from relatives or those writing solely in the capacity of friends.

Referee 1 – current or most recent employer

Name:	Job Title:
School/Company:	May we contact prior to interview? YES / NO
Address:	Email:
Postcode:	Telephone:
	Mobile:

Referee 2

Name:	Job Title:
School/Company:	May we contact prior to interview? YES / NO
Address:	Email:
Postcode:	Telephone:
	Mobile:

Referee 3

Name:	Job Title:
School/Company:	May we contact prior to interview? YES / NO
Address:	Email:
Postcode:	Telephone:
	Mobile:

SECTION 9 - DECLARATION

I declare that the information given on this Application Form is true and correct, to the best of my knowledge. 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, as may be necessary during the recruitment and selection process. I understand that if my application is successful the information provided in this form (together with any attachments) will be retained on my personnel file; if my application is unsuccessful, all documentation relating to my application will be confidentially destroyed after six months.

Signed:

Date:

PRIVACY NOTICE

The information that you provide on this application form will only be processed for the purpose for which it has been given. It will not be used for other reasons without your consent. All personal data, including special categories of personal data, is collected and processed in compliance with the principles of the General Data Protection Regulation (GDPR) and you have certain rights in respect of your information.

These rights and further information about how the School uses your personal data can be seen in full, in the School's Data Protection Privacy Notice, which is available on the School's website at

<https://www.st-peters.org.uk/attachments/download.asp?file=529&type=pdf>

Please Note

Online searches may be done as part of due diligence checks on all shortlisted candidates.

Consent notice

I have read the information about data protection, and agree to my personal data, including special categories of personal data, being used in the way described above.

Signed:

Date:

Please return this Application Form to:

Mrs Maria Capps, Bursar, St Peter's School, 52 Headlands, Kettering, NN15 6DJ

hr@st-peters.org.uk

Telephone: 01536 512066