



Oswestry School

Founded 1407

PRIVATE AND CONFIDENTIAL

Application Form for the Post of:

Name of Applicant:

Oswestry School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a criminal record check via the Disclosure Barred Service (DBS) at the enhanced level.

The School will hold all completed application forms and any enclosed documents for a period of 12 months before being disposed of confidentially. All documents are stored in line with the General Data Protection Regulation.

Please refer to our [privacy notice](#) for further information.

If you do not consent to us holding your application then please email recruitment@oswestryschool.com

1. Personal Details

Surname:		Title:
First Names:		
Name you would like to be known as if different:		
Any previous First and/or Surnames you have been known by:		
Email:		
Mobile:	Please asterisk the telephone number you would prefer us to contact you on	
Home Telephone:		
Work Telephone:		
Address:		
Post Code:		
How long have you lived at this address?		
If less than 5 years please provide all previous addresses for the past 5 years <i>(please add any additional addresses on a separate sheet of paper if necessary)</i>		
Previous address:	Previous address:	
Postcode:	Postcode:	
Length of time at address:	Length of time at address:	
Do you have a current full UK driving licence? YES / NO	National Insurance Number:	

Required for teaching posts only

Do you have Qualified Teacher Status? YES / NO

Teacher Reference Number, where applicable:

Please provide details of membership of any professional bodies

Please indicate whether you would need any particular arrangements or support to be provided should you be invited to attend an interview:

Where did you see the position advertised?

E Teach / TES / TISCA / Shropshire Star / Indeed / Social Media

Other:

2. Education and Qualifications

Please provide details of all academic and vocational qualifications

Award/Qualification	Awarding Body	School/College	Date Obtained	Grade (if appropriate)

3. Employment History

Current Position/Employment

Please provide full details of current position held

Employer/Training Establishment	Date started	Position held and brief description of duties	Reason for leaving
Notice Period			
Current Salary	£		

Additions to remuneration package	(Please indicate responsibility points, London Allowance, accommodation etc.)
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Previous Employment/Positions and Career History

Please provide details of your employment since leaving full-time education in reverse chronological order.

Please provide explanations for any periods not in employment, further education or training.

Employer/Training Establishment	Date started	Date Finished	Position held (including subject taught and at which level) and a brief description of duties	Reason for leaving
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If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

4. Professional Development:

Any relevant CPD including other awards, qualifications and courses attended			
College, Education Centre or Institution	From	To	Award/Course Title and Qualification

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5. Interests and activities

Please tell us about your interests and activities outside work and areas in which you would envisage contributing to the wider school program.

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If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

6. Additional information

Please set out in detail below a statement in support of your application, which addresses the criteria in the job description/person specification for this post.

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

7. Referees

Please provide at least two professional referees.

One referee should be your current or most recent employer.

Please indicate if we may contact these referees without seeking further notification from you. Please note that this may be **before the interview**.

All offers of employment are strictly subject to satisfactory references being received. *(please note all referees will be asked to confirm whether you have been subject to any safeguarding concerns)*

Referee 1 (<i>current or most recent employer</i>)		Referee 2 (<i>previous employer or character reference</i>)	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	
Do you give permission for us to request a reference prior to interview?		Do you give permission for us to request a reference prior to interview?	
YES	NO	YES	NO

8. Existing contacts within School

To maintain fair recruitment processes please indicate if you know any existing employees or governors at the school, and if so, how you know them.

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9. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the [Recruitment Privacy Notice](#) and [Data Protection Policy](#).

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

10. Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that we will institute our own enhanced checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of, an applicant's application; or
- we have serious concerns about an applicant's suitability to work with children

I confirm I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature:	Date:
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Please note that if you have completed this application online, you will be asked to sign in person at interview

Please return your completed application form to Lesley Ward, HR Administrator,
(recruitment@oswestryschool.com)