**APPLICATION FOR EMPLOYMENT**

**Please note**: It is the responsibility of all applicants to familiarise themselves with SM Enterprises **staff recruitment and selection policy** and **child protection policy**, before completing this application form.

Whilst candidates are encouraged to submit applications electronically to:

[**sportscentre@stmargarets-school.org.uk**](mailto:sportscentre@stmargarets-school.org.uk)**,** we will accept manual applications, which should be sent to: **St Margaret’s Enterprises Ltd**, **St Margaret’s School**, **Merry Hill Road**, **Bushey**, **Hertfordshire**, **WD23 1DT**.

All applications should be marked for the attention of the **Sports Centre Manager, Mrs Shelley O’Toole**.

|  |  |
| --- | --- |
| **Post Applied For** | Click or tap here to enter text. |
| **Date of Application** | Click or tap here to enter text. |
| **How did you hear about this vacancy?** | Click or tap here to enter text. |

**1. Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname | | | Forename(s) | |
| Click or tap here to enter text. | | | Click or tap here to enter text. | |
| Title (Dr/Mr/Mrs/Miss/Ms/ Other) | | | Former Surname (including maiden name) | |
| Click or tap here to enter text. | | | Click or tap here to enter text. | |
| Current address (including post code) | | | | |
|  | | | | |
| Previous address / addresses (Please provide all addresses for the last five years) | | | | |
| Click or tap here to enter text. | | | | |
| Telephone (home) | Telephone (work) | Telephone (mobile) | | Email |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. |

|  |  |
| --- | --- |
| National Insurance Number: | Click or tap here to enter text. |
| Do you hold a current driving licence? | YES / NO |
| Do you have the legal right to work in the UK? | YES / NO If no, please give details  Click or tap here to enter text. |

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| --- |
| Contacts within St Margaret’s School – Please indicate if and how you know any existing employees, volunteers or Governors at the school |
| Click or tap here to enter text. |

**2. Employment History**

Please provide **full** details of all positions held:

**Current / most recent employment**

|  |  |  |
| --- | --- | --- |
| Employer’s name: Click or tap here to enter text. | | Employers address: Click or tap here to enter text. |
| Job Title: Click or tap here to enter text. | | |
| Date appointed:  Click or tap here to enter text. | Date left: (if applicable)  Click or tap here to enter text. | Required notice period: (if applicable)  Click or tap here to enter text. |
| Basic salary Click or tap here to enter text.  Click or tap here to enter text. | | |
| Reason for leaving/ wanting to leave: Click or tap here to enter text. | | |
| Brief outline of duties and responsibilities:  Click or tap here to enter text. | | |

**Previous employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address | Employed From | Employed To | Position held/ duties | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Gaps in Your Employment**

|  |  |  |
| --- | --- | --- |
| Please give details of periods of time not accounted for above which may include unpaid / voluntary work or family commitments | From | To |
|  |  |  |
|  |  |  |

**4. Education, Training and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & address of school (G.C.S.E. or equivalent) | Dates attended (from & to) | Subject | Qualification and grade |
|  |  |  |  |
| Name & address of school/college (A level or equivalent) | Dates attended (from & to) | Subject | Qualification and grade |
|  |  |  |  |
| Further/ Higher Education  Name of institution | Dates attended (from & to) | Subject | Qualification and grade |
|  |  |  |  |

**5. Other professional or vocational qualifications and training**

|  |  |
| --- | --- |
| Professional/ vocational qualification | Date obtained |
|  |  |
| Other relevant courses / training undertaken | Date obtained |
|  |  |

**6. Supporting Statement:**

Please give your reasons for applying and details of how you consider your experience, knowledge, skills and personal qualities meet the requirements of the post as outlined in the job description and person specification.

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**7. References**

Please give the name and contact details of two ***professional*** referees, one of whom must be your ***current or most recent employer or school/ college tutor if this is your first job.*** Please indicate if you do not wish us to contact referees prior to interview.

|  |  |
| --- | --- |
| Name | Name |
| Address (including post code) | Address (including post code) |
|  |  |
| Telephone number | Telephone number |
| Email address | Email address |
| Relationship | Relationship |
| Can we contact this referee before interview YES / NO  If No, why? | Can we contact this referee before interview  YES / NO  If No, why? |

|  |
| --- |
| Are you available on the published interview date/s? YES / NO |

**8. Criminal Records**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974**.** However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: [www.gov.uk/dbs](http://www.gov.uk/dbs)

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

**9. Recruitment**

It is St Margaret’s School policy to employ the most suitably qualified personnel and not to discriminate against any person because of race, sex, sexual orientation, gender reassignment, pregnancy and maternity, marital or civil partnership status, religion or religious belief, disability or age.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

A copy of the School’s Staff Recruitment and Selection Policy is available on the School website.

**10. 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.

If you succeed in your application and take up employment with St Margaret’s 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.

**11. 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 St Margaret’s School will institute its own 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.

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 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 dismissal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(where a signature is not supplied, in the case of an electronic application, for instance, the candidate may be asked to sign at a later date)

Date: