**APPLICATION FORM**

This application form must be completed in full. Copies of your curriculum vitae in place of an application form will not be accepted. Applicants are encouraged to write a separate covering letter that details their skills set, personal qualities and interests, all of which should support their application.

| **Position applied for:** | |
| --- | --- |
| **PERSONAL DETAILS** | |
| Title: Surname:  Former name(s) (including maiden name): | Forename(s): |
| Address:  Postcode: | Telephone Numbers:  E-mail Address: |
| Notice period & date you are able to commence work: | Please advise how you heard about the job role? |
| DfE Reference Number/TRN (if relevant): | National Insurance Number: |
| Do you hold a current Driving Licence? YES / NO | |
| Please confirm that you have the right to work in the UK? YES/NO  (Successful candidates for the position will need to supply original documentation as proof of their right to work in the UK) | |

| **EDUCATION & TRAINING** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(a)Secondary Education:** | | | | | | | | | |
| Name of School/College | | | Qualifications & Grade Achieved | | | | | | From/To  MM/YY |
|  | | |  | | | | | |  |

| **(b)Further/Higher Education:** | | | | |
| --- | --- | --- | --- | --- |
| Name of College/University | From/To  MM/YY | Title of Course | Qualification & Grade | Full time/  Part Time |
|  |  |  |  |  |
| If any course you have taken has been extended beyond the normal period, state reason and period of extension: | | | | |

| **(c)Other qualifications obtained since leaving College / University & courses attended in the last 5 years:** | | | |
| --- | --- | --- | --- |
| (Please indicate if full or part time) | | | |

| **WORK EXPERIENCE** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please cover your entire career explaining any gaps in employment.  **(a) Present or most recent post:** | | | | | | | | | | |
| Name of Employer | | | Position held  (Full/part-time and salary) | | | | | | | Date appointed &  leaving date (months & years) |
|  | | |  | | | | | | |  |
| **(b) Previous work experience:** | | | | | | | | | | |
| Name of Employer | | | Position held  (Full/part-time and salary) | | | | | | | Date appointed &  leaving date |
|  | | |  | | | | | | |  |
| **(c)Gaps in Employment:**  Please provide details of any gaps in employment i.e Gap Year, Parental Leave | | | | | | | | | | |

| **REFERENCES** | |
| --- | --- |
| Please give details of two referees who can comment on your suitability for the post for which you have applied. At least one reference **must be from your current, or most recent, employer** and signed by someone in a senior position. Open references are not acceptable. Please note, every effort will be made to take up references prior to interview unless you tell us otherwise - in that case, we will not be able to confirm a successful appointment until your references have been received and noted as satisfactory, along with all other vetting requirements. | |
| **Referee 1:** | |
| Name: | Job title: |
| Address | Institution/Company Name: |
| Relationship to applicant: |
| E-mail: |
| Phone number: |

| **Referee 2:** | |
| --- | --- |
| Name: | Job title: |
| Address | Institution/Company Name: |
| Relationship to applicant: |
| E-mail: |
| Phone number: |

| **ADDITIONAL INFORMATION** | |
| --- | --- |
| **(a) Activities, interests and personal qualities which may be beneficial to the post applied for:**  (This should differ to the cover letter) | |
|  | |
|
| **(b) Other Information:** | |
| **Do you have any family/close connections or relationships to existing employees, volunteers, Governors or pupils at Yarm School?**  YES/NO  Please provide us with further information: | |
| **(c) Absence from employment.**  **For any absences over 4 consecutive days during your previous employment, please provide a brief overview of absence information.** | |

| **Data Protection**  By submitting this application you are consenting to us processing your personal information.  The application form will be used as part of our recruitment process, successful applications to the role will be used as part of the onboarding and pre-employment vetting process.  The personal data provided in this application and in subsequent disclosures and pre-appointment checks will be collected, used and stored in accordance with the UK General Data Protection Regulations (UK GDPR), the Data Protection Act 2018 and the School’s privacy policy which is available from [HR@yarmschool.org](mailto:HR@yarmschool.org) on request.  Information provided on this application may be checked with third parties. |
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| **Online Searches**  As part of our Safeguarding commitment and due diligence, where appropriate we will carry out online searches and social media searches of shortlisted candidates, the content of which may be further explored at interview, where necessary. This is part of the Department for Education's safer recruitment statutory guidance; Keeping Children Safe in Education (2024). |
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| **Equality and Diversity Monitoring**  Please feel free to complete our Equality and Diversity Monitoring form which is on our vacancy page, this helps us to promote equality and eliminate unlawful discrimination, helping us achieve our aims of diversity inclusion. You do not have to complete this form, and we understand that some of this information is personal and sensitive in nature. However, gathering this data helps us to know if we are succeeding in involving different groups of people, and to change our approach if some groups are not represented. Please note that information you may provide on this form has no effect on decisions made as part of the shortlisting process. |
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| **Declaration by the Applicant:**  I confirm that I have fully read and understood this application form and that the information I have provided is factually correct and complete to the best of my knowledge.  I understand that the position I am applying for involves substantial opportunity for access to children and I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those as ‘spent’, must be declared as part of the shortlisting process.  I understand that any false information provided may result in disqualification from the appointment procedure or in the event of employment will result in disciplinary action or dismissal.  I agree that any offer of employment by Yarm School is subject to all pre-appointment checks being carried out and satisfactory results being received.  I consent to the school obtaining references which will include information from my most recent/current employer about my suitability to carry out the role applied for, to work in an environment with children and details about my attendance.  **Signature of applicant: Date:** | |
| --- | --- |
| **Please return the completed application form and covering letter to the appropriate contact as per the job advert:**  i) Senior School Teaching Posts: [head@yarmschool.org](mailto:head@yarmschool.org) or by post to  **The Headmaster,**  **Yarm School,**  **The Friarage,**  **Yarm, TS15 9EJ**  ii) Senior School Support Staff roles: [hr@yarmschool.org](mailto:hr@yarmschool.org) or by post to  **The School Manager,**  **Yarm School,**  **The Friarage,**  **Yarm TS15 9EJ**  iii) All Prep School Posts: [prepschool@yarmschool.org](mailto:prephead@yarmschool.org) or by post to  **The Head of Preparatory School,**  **Grammar School Lane,**  **Yarm, TS15 9ES** | |