

**Achievement, Continuity & Enjoyment**

**APPLICATION FORM**

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| Name of applicant: |  | |
| Post applied for: | School Administrator | |
| Please state where you saw the job advertised: | |  |



**GUIDANCE NOTES**

Please complete all sections of this application form. Return the completed application form electronically to: [vacancy@gosh.camden.sch.uk](mailto:vacancy@gosh.camden.sch.uk). CVs will **not** be accepted.

If you do not hear from us, please assume we will not be taking your application further and accept our thanks for your time.

Your written application is our only basis for shortlisting for interview, so it is important that you complete it in a way that does you full justice. You should answer all the questions and give us your full employment history. Tell us everything you think we need to know, to assess you properly for the job.

As an equal opportunities employer the School expects all successful applicants to actively support our Equal Opportunities Policy. If you have a disability, which you would like the School to know about, you may submit written documentation or inform us informally.

**DATA PROTECTION NOTICE**

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

* You have given us your consent
* We must process it to comply with our legal obligations

**DISCLOSURE AND RECRUITMENT CHECKS**

Appointments are made subject to the verification of a number of details relating to the contents of the application form as follows:

CRIMINAL BACKGROUND CHECKING

All posts are subject to enhanced DBS checks including a barred list check. All disclosures of criminal background are carried out in the strictest confidence and in accordance with data protection regulations. Checks are made only in connection with your application for employment and for no other purpose. Shortlisted candidates will be asked to complete a self-declaration of their criminal record or of any information that would make them unfit to work with children.

**Have you lived or worked outside of the UK in the last 5 years?:** ☐ Yes ☐ No

If you’ve lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:

* The amount of information you disclose in the DBS check
* The length of time you’ve spent in or out of the UK

RIGHT TO WORK IN UK

We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

QUALIFICATIONS

Successful candidates will be required to produce original documentary evidence of all qualifications, as specified on the application form.

MEDICAL CLEARANCE

All appointments are subject to medical clearance. Applicants will be asked to complete a form and may be required to attend for a medical. All information is treated in the strictest confidence.

VERIFICATION OF EMPLOYMENT

All appointments are subject to verification of employment record.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.



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**APPLICATION FORM**

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| --- | --- |
| NAME OF APPLICANT |  |
| Post Applied for: | School Administrator |

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| **PERSONAL DETAILS** | | | | | | |
| Surname: |  | | | | Title: |  |
| First Name(s): |  | | | | | |
| Former Names: |  | | | | | |
| Date of Birth: (optional) |  | | | | | |
| Address: |  | | | | | |
| Home No.: |  | | Mobile No.: |  | | |
| E-mail: |  | | | | | |
| Do you hold Qualified Teacher Status? | | **☐ Yes** **☐ No** **☐ N/A** | | | | |

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| **CURRENT EMPLOYMENT** | | | | | | | | | | | | |
| Present or most recent employer: | | | |  | | | | | | | | |
| Address: |  | | | | | | | | | | | |
| Job Title: |  | | | | | From: M/Y | |  | To: M/Y | |  | ☐ FT ☐ PT |
| Brief outline of duties: | | |  | | | | | | | | | |
| Reason for leaving / wishing to leave: | | | | |  | | | | | | | |
| Notice Required: | |  | | | | | Current Salary: | | |  | | |

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| **EMPLOYMENT HISTORY** | | | | | |
| Please give details of your employment history in chronological order starting with the most recent | | | | | |
| Name and address of employer | Job Title | | Dates (M/Y) | | Reason for leaving |
| From | To |
|  |  | ☐ FT  ☐ PT |  |  |  |
|  |  | ☐ FT  ☐ PT |  |  |  |
|  |  | ☐ FT  ☐ PT |  |  |  |
|  |  | ☐ FT  ☐ PT |  |  |  |
|  |  | ☐ FT  ☐ PT |  |  |  |
| BREAKS IN EMPLOYMENT. Please indicate nature/reasons for any breaks in employment including relevant dates. | | | | | |

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| **EDUCATION** | | | | | |
| Please give details of your post-11 education in chronological order starting with the most recent. | | | | | |
| Institution attended | Dates (M/Y) | | Qualifications | | |
| From | To | Course | Grade | Date awarded |
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| **TRAINING** | |
| Please give details of any relevant CPD / training attended in the last 2 years. | |
| Title | Date (M/Y) |
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| **SUPPORTING STATEMENT** |
| Please write about the way in which you feel you meet the requirements of the position for which you are applying. You should link this to what you understand the post to entail and to any person specification, ensuring that you highlight any information that you consider demonstrates your suitability for the position. Think carefully about how you meet the job requirements, considering your achievements and skills gained in paid and/or voluntary employment, outside interests and any other relevant activities**. Do not exceed 600 words.** |
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| **REFERENCES** | | | |
| Please give details of two professional referees one of whom must be your present or most recent employer. Your second referee should ideally be a previous employer. Referees should not be friends, relatives or immediate colleagues. If this is your first appointment, one reference should be from your Headteacher, lecturer or similar. Your references must cover at least the last five years.  Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.  **In accordance with** **Safer Recruitment guidelines references will taken up prior to interview at the short listing stage. Please ensure referees know this reference is being requested.** | | | |
| CURRENT/MOST RECENT EMPLOYER | | SECOND REFEREE | |
| Name: |  | Name: |  |
| Job title of referee: |  | Job title of referee: |  |
| School/Business address: |  | School/Business address: |  |
| Work e-mail: |  | Work e-mail: |  |
| Telephone no: |  | Telephone no: |  |
| In what capacity do you know this person: |  | In what capacity do you know this person: |  |

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| **FURTHER INFORMATION** | | |
| Are you related to, or have a close relationship with, any member of staff or governor of the school?  If yes please give details. | **☐ Yes**  **☐ No** |  |
| Do you have any business and/or financial interests or other connections that might conflict with this application or with the duties or responsibilities of the post?  If so please give details. | **☐ Yes**  **☐ No** |  |
| Are there any restrictions affecting your ability to take up employment in the UK?  If so please give details. | **☐ Yes**  **☐ No** |  |

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| **PREVENTION AND DETECTION OF FRAUD** |
| We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes. |

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| **DECLARATION** | |
| I declare that the information supplied as part of my application is true and complete, and I understand that this will be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment. | |
| Signed  (Electronic signatures will be accepted) |  |
| Date: |  |