



Before completing this application form, please ensure that you have read both our Safer Recruitment and Safeguarding policies, as well as our Staff Privacy Notice, all of which can be accessed via the School's website (*Information, Working at St Helen's*).

Position applied for \_\_\_\_\_

Where did you see this post advertised? \_\_\_\_\_

## PERSONAL INFORMATION

Title \_\_\_\_\_

Current surname \_\_\_\_\_

Forenames \_\_\_\_\_  
*(Please indicate known name)*

Former surnames used (including maiden name) \_\_\_\_\_

Surname \_\_\_\_\_

Date used from *(month & year)* \_\_\_\_\_

Date used to *(month & year)* \_\_\_\_\_

Surname \_\_\_\_\_

Date used from *(month & year)* \_\_\_\_\_

Date used to *(month & year)* \_\_\_\_\_

Date of Birth \_\_\_\_\_

National insurance number \_\_\_\_\_

**Contact Details**

Telephone \_\_\_\_\_

Home \_\_\_\_\_

Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Current Address \_\_\_\_\_

Postcode \_\_\_\_\_

Date moved to current address  
*(month & year)* \_\_\_\_\_

**Previous address history**

*(If resident at current address for less than five years, please provide all addresses during this period, stating clearly the dates from and to. Please continue on a separate sheet if necessary).*

Previous address \_\_\_\_\_

Postcode \_\_\_\_\_

From *(month & year)* \_\_\_\_\_

To *(month & year)* \_\_\_\_\_

Previous address \_\_\_\_\_

Postcode \_\_\_\_\_

From *(month & year)* \_\_\_\_\_

To *(month & year)* \_\_\_\_\_

Are you eligible for employment in the UK?  
Yes  No

Do you require a work permit to work in the UK?  
Yes  No

*Please use attached continuation page if required.*



**COMPLETE EDUCATION, QUALIFICATION AND TRAINING HISTORY**

Please list in chronological order (**most recent first**), details of **ALL** education (including secondary education), qualifications attained (including academic, vocational and professional) and training.

Education provider, e.g. university name, school name	Dates attended		Qualification attained <i>(subject, grade)</i>	Date of award <i>(month &amp; year)</i>
	From <i>(month &amp; year)</i>	To <i>(month &amp; year)</i>		

Please give details of any training you have undertaken which is relevant to this post.

Training provider	Dates attended		Training course title	Date of completion <i>(month &amp; year)</i>
	From <i>(month &amp; year)</i>	To <i>(month &amp; year)</i>		

*Please use attached continuation page if required.*



COMPLETE EMPLOYMENT HISTORY

Please list in chronological order (**most recent first**), details of **ALL** employment. Please provide explanations for any periods where not in employment (cross reference with the previous education history where necessary).

Employer name	Job title or responsibility	Dates of employment		Reason for leaving
		From <i>(month &amp; year)</i>	To <i>(month &amp; year)</i>	

What is your current notice period?

Please state your current full-time (or equivalent) salary including point on scale and any allowances, if relevant.

*Please use attached continuation page if required.*



**PERSONAL STATEMENT**

Please provide a statement of your personal qualities and experience that you believe are relevant to your suitability for this post and how you feel you meet the person specification.

*Please use attached continuation page if required.*



FOR TEACHING POSTS ONLY

Do you hold Qualified Teacher Status (QTS)?    Yes     No

Please state your registered teacher reference number (e.g. DfE number)

EXISTING CONTACTS WITHIN SCHOOL

Please indicate whether you have any contacts within the School

REFEREES

At least one reference should be your present or most recent employer (including the Head Teacher if working in a school). Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in working with children. References will not be accepted from relatives or referees writing solely in the capacity of friend. We would like to seek references before interview. However, if you have a strong objection to this, please inform us.

Referee 1 Name and job title

Capacity in which you are known to this Referee

Address of Referee

Telephone no.

Email address

Referee 2 Name and job title

Capacity in which you are known to this Referee

Address of Referee

Telephone no.

Email address

*Please use attached continuation page if required.*



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 School's Staff 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.

DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager and the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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). All other spent convictions and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

- Select as appropriate:
- I have nothing to declare
  - I enclose a confidential statement

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:

This form should be printed and signed before submitting with an accompanying letter.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment will be subject to relevant checks, including an Enhanced DBS check and satisfactory references.

The School St Helen and St Katharine Trust  
Registered in England at Faringdon Road, Abingdon, OX14 1BE  
Company Number: 1710695 Registered Charity Number: 286892

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CONTINUATION PAGES

Please use this sheet to add any additional information if required, indicating which section of the form you are continuing.



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