



# Leehurst Swan School

SALISBURY

## Standard Application Form

*(This Form must be completed by all applicants for roles at the School)*

Position applied for:	
Title:	First Name:
Surname:	Former name (including maiden name):
Date of birth:	
Address and Postcode:	Contact address (if different):
How long have you lived at this address:	If less than 5 years, please provide all previous addresses for past 5 years:
Have you lived outside of the UK in the last 10 years?	If so, please provide address details:
Email address:	Mobile:

Daytime telephone number:	Evening telephone number:
Have you ever been, or are you currently, a governor at a school?	If yes please give details of the school, type of governor and period of office:
How did you find out about this vacancy? (e.g. website, told by a friend etc.)	Do you currently know any employees, volunteers or parents of the school?
Do you have a current DBS and do you subscribe to the update service?	Do you have Qualified Teacher Status?
Notice Period require in current post:	Date available to start:

**Experience and personal skills**

Please give details of any experience (including voluntary or community work), skills, abilities and interests you have which you feel will help you in the role you are applying for.

<b>Academic and vocational qualifications</b> <i>(Please create additional boxes if required)</i>			
Award/Qualification	Awarding body	Date obtained	Qualification/grade

<b>Professional development</b> - include memberships of any professional bodies) <i>(Please create additional boxes if required)</i>			
Courses/Professional body	From	To	Qualification/grade

**Career History** (starting with your current/most recent then in reverse chronological order) (Please create additional boxes if required)

Name of employer and type of business	Post held	Salary	Date From / To	
Reason for leaving:				
Reason for leaving:				
Reason for leaving:				
Reason for leaving:				
Reason for leaving:				

**References**

Please provide the names and addresses of two referees, one of whom should be your present (or most recent) employer and indicate the capacity in which the other referee knows you. Neither referee should be a relative or someone known to you solely as a friend.

**Reference 1**

Name:

Position:

Address:

Telephone number:

Email:

May we contact them prior to interview?

**Reference 2**

Name:

Position:

Address:

Telephone number:

Email:

May we contact them prior to interview?

If shortlisted for interview, do you consent to Leehurst Swan looking at your social media profiles and online presence?

**Personal statement**

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

## Disqualification under the Childcare Act 2006 - The Suitability Declaration

This form is to be completed by all people working, or volunteering, at Leehurst Swan in any capacity. All staff and volunteers are required to complete this form annually

Please respond to the questions listed below and sign the declaration to confirm that you are safe to work with children. If you are unable to meet any of the following aspects, please disclose this immediately to the Headmaster. Please tick yes or no against each point.

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?	<b>Yes</b>	<b>No</b>
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence either before or during your employment at this school?	<b>Yes</b>	<b>No</b>
Are you 'Disqualified from Caring for Children'?	<b>Yes</b>	<b>No</b>
Have you committed any offences against a child?	<b>Yes</b>	<b>No</b>
Have you committed any offences against an adult (eg. Rape, murder, indecent assault, actual bodily harm, etc.)?	<b>Yes</b>	<b>No</b>
Have you been barred from working with children (DBS)?	<b>Yes</b>	<b>No</b>
Have your own children been taken into care?	<b>Yes</b>	<b>No</b>
Have/Are your own children the subject of a child protection order?	<b>Yes</b>	<b>No</b>
Has your name been published on the DBS barring list?	<b>Yes</b>	<b>No</b>
Do you have any medical conditions that could affect your ability to care for children?	<b>Yes</b>	<b>No</b>
Are you taking any medication on a regular basis or any other substances?	<b>Yes</b>	<b>No</b>
<b>If you have answered 'yes' to any of the above, please provide further information below:</b>		
I confirm that I have the right to work in the UK (Please provide proof)	<b>Yes</b>	<b>No</b>
<p><b>I understand my responsibility to safeguard children, and I am aware that I must notify the Headteacher immediately of anything that may affect my suitability to work with children.</b></p> <p><b>I will ensure that I notify the Headteacher immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.</b></p> <p><b>I am aware that if I am taking medication on a regular basis, I must notify the Headteacher immediately, via the Executive PA. If any medication is to be taken at school, storage locations must be agreed with the Health and Safety Manager.</b></p> <p><b>I will ensure I notify my line manager immediately if I experience any health concerns which could impact upon my ability to work with children.</b></p> <p><b>I give permission for you to contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.</b></p>		
<b>Signed:</b>	<b>Date:</b>	

## **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 this information provided by you on this form with third parties.

## **Vetting applications**

In the interest of safeguarding children, schools may ask you to apply for a criminal records certificate. "Spent" criminal records and other relevant information may legitimately be disclosed when individuals are involved with schools. If you are aware of any information which may be disclosed, you may wish to discuss its relevance with the headteacher or Chair of Governors in advance of your application.

## **Disqualification Criteria - Governor applications**

The following text summarises the qualification and disqualification regulations. Please seek advice if you think you may be affected.

- A governor must be aged 18 or over at the time of their election or appointment.
- A registered pupil of the school cannot be a governor.
- A person cannot hold more than one governorship at the school.

A Person is disqualified from holding or from continuing to hold office as a governor or associate member if they:

- have failed to attend meetings for six months;
- are bankrupt;
- are subject to a disqualification order or disqualification undertaking under companies legislation or an order concerning insolvency;
- have been removed from the office of trustee for a charity on grounds of misconduct or mismanagement or from being concerned in the management or control of any body;
- are included in the list of those considered by the Secretary of State as unsuitable to work with children;
- are subject to a direction of the Secretary of State under section 142 of Education Act 2002;
- are disqualified from working with children or from registration for child minding or providing day care;
- have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- have at any time received a prison sentence of five years or more;
- have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- refuse to make an application for a criminal records certificate.

In addition, the following disqualification criteria apply for the category of governor listed below.

A person is disqualified from election or appointment as a parent governor of the school if the person is paid to work at the school for more than 500 hours in any twelve consecutive months.

**Declaration**

I have read the summary of regulations above and confirm that I am not disqualified from serving as a school governor and that in the event that I am appointed to a governing body, I will notify the clerk to the governing body immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a school governor whilst disqualified.

I agree to the information given on this form being recorded and used by Leehurst Swan School at which I will be governor in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

Signed:	Date:
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On completion, please email to the Executive PA, Mrs Rosie Orchard:

r.orchard@leehurstswan.org.uk