CRANFORD
SCHOOL

APPLICATION FOR EMPLOYMENT   **CONFIDENTIAL**

Thank you for your interest in Cranford School. Please complete all sections before submitting your application. We cannot accept CVs in support of this application.

Please either complete this form clearly in black ink or electronically. If there is insufficient room in any section please continue on a separate sheet, clearly indicating the relevant section number at the top of the page.

Please return completed applications to the HR Department, Cranford School, Willow Court Lane, Moulsford, Wallingford, Oxfordshire, OX10 9HT or email to recruitment@cranfordschool.co.uk.

We really look forward to receiving your application.

If you have any questions regarding the completion of this form, please contact the HR Department on 01491 651218.

Post applied for			
How did you hear about this vacancy?			
A) PERSONAL DETAILS			
Surname		Title	
Forenames			
Address			
Postcode			
Contact details	Home	Work	
	Mobile	Email	
National Insurance Number			
Are there any restrictions on you taking up employment in the UK? If you have a work permit, please provide the expiry date:	Yes / No		
Have you lived or worked abroad for 3 months or more in the last 5 years? If yes, please provide further details below (countries visited along with dates).	Yes / No		

B) REFERENCES

Please provide **ALL** the following information of **THREE** people who will provide a reference. One **MUST** be your most recent employer. Please note that it is **NOT** acceptable to nominate a family member or friend.

If shortlisted, references will be taken up **prior to interview.** If you **DO NOT** wish this to be done, please state yes or no in the box for each individual referee.

Name		Position	
		Relationship	
Address			
Email		Telephone	
Contact Prior to Interview	YES / NO		

Name		Position	
		Relationship	
Address			
Email		Telephone	
Contact Prior to Interview	YES / NO		

Name		Position	
		Relationship	
Address			
Email		Telephone	
Contact Prior to Interview	YES / NO		

C) EDUCATION AND TRAINING

Please note that applicants will be required to provide original qualification certificates.

Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there. **It is important that dates show both month and year.**

Name and location	Dates attended From (MM/YY)	To (MM/YY)	Qualifications attained (subject, level, grade)
Secondary School			
College			
University			
Membership of professional bodies (including Teacher Reference Number, if applicable)			

D) EMPLOYMENT HISTORY

Please supply a full history in date order (with start and end dates, specifying month and year) starting with your current/most recent employer first, of **all employment, self-employment and any periods of unemployment** since leaving secondary education. You **must** provide, where appropriate, explanations for **any** periods not in employment, self-employment or further education/training and in each case reasons for leaving employment. Please continue on a separate sheet if necessary.

Name & address of employer	Position held	Date from	Date to	Salary	Reason for leaving

D) EMPLOYMENT HISTORY

If successful, when could you take up the post?			Period of notice	

E) Give below, details of the main duties of your previous post/s, together with any further information which you consider is relevant to your application.

F) CONNECTIONS TO CRANFORD SCHOOL

Please declare and give details of any family or close relationships to Cranford School or its employees (including Governors).

If you do not have any existing connections, please write 'none'.

G) Declaration

If answering 'Yes' to any of the below questions or declaration, please provide details on a separate sheet and send this in a sealed envelope marked 'Confidential' with your application form.

Please note that DBS clearance along with satisfactory confirmation of a variety of other checks are required for ALL positions including volunteering at Cranford School.

In line with Keeping Children Safe in Education, the School will carry out an online search as part of its due diligence on candidates. The online search aims to identify any incidents or issues that have happened, and which are publicly available online, and which may impact your suitability to work with children or in a School environment.

Shortlisted candidates will be required to complete a self-disclosure which will need to be signed at interview. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview.

It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Cranford School.

Do you know of any reason why you should not have unsupervised access to children?	Yes / No
Do you have any bindovers, cases outstanding or any compromise agreement to declare?	Yes / No

- I confirm that the information given on this application form is true and correct to the best of my knowledge.

- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. If false information is provided it will be reported to the regulatory body.

- I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

- I consent to Cranford School processing the information given on this form, including any "sensitive" information, as may be necessary during the recruitment and selection process.

- I consent to Cranford School making direct contact with the people specified as my referees to verify the reference.

- I understand that, if my application is successful, the information provided in this form (together with any attachments) will be retained on my personal file; if my application is unsuccessful, all documentation relating to my application will be destroyed by confidential shredding 6 months following the date of interview.

Signature		Date	