



THE MEAD SCHOOL
ROYAL TUNBRIDGE WELLS



APPLICATION FORM

Please return completed forms by email to: manager@themeadschool.co.uk

Position applied for:			
Section 1 - Personal Details			
Full name			
Former name(s)			
Address			
Telephone			
Email			
Date of birth			
NI Number			
DfE Reference Number (if applicable)			
How did you hear about this role?			
Section 2 - Education (most recent first)			
School/college/university	Dates attended	Subject	Exam Result
Section 3 - Other vocational qualifications, skills or training			
Section 4 - Current / Most Recent Employment			
Employer:			
Employer's address:			
Job title			

Responsibilities	
Date started	
Date left employment (if applicable)	
Current salary	
Reason for leaving	
Notice period	

Section 5 - Previous employment since leaving secondary education

Dates	Name / address of employer	Position held and/or duties	Reason for leaving

Section 6 - Interests (Please give details of any interests, hobbies or skills)

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Section 7 - Suitability (Please use this section to explain in detail why you are suitable for the position, including how your experience to date relates to the requirements set out in the job description)

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Section 8 - Health

Wishford Schools is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that Wishford Schools complies with its obligations under the Disability Discrimination Act 1995 (“the Act”). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.

Do you consider yourself to be disabled?	
Are there any special arrangements you might require to attend an interview?	
If offered the position applied for, are there any arrangements or adjustments that Wishford Schools would need to make to enable you to carry out the role?	

In accordance with the guidance published by the DfE any offer of employment made by Wishford Schools will be conditional upon verification of the successful applicant's medical fitness for the role. If your application is successful, you will be required to complete a medical questionnaire.

Section 9 - Criminal records

An offer of employment is conditional upon Wishford Schools receiving a satisfactory Enhanced Disclosure from the DBS. If you are successful in your application you will be required to complete a Criminal Records Bureau Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.

Wishford Schools is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment.

The disclosure of a criminal record will not bar a person from being offered a position unless Wishford Schools considers that the conviction renders them unsuitable. In making this decision Wishford Schools will consider the nature of the offence, how long ago the offence was committed, the person's age when the offence was committed and other factors which may be relevant.

Have you been convicted by the courts of any criminal offence?	
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Is there any relevant court action pending against you?	
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Have you ever received a caution, reprimand or final warning from the police?	
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If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Section 10 - References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. If you have never worked with children, the second reference should be from a previous employer or can be a character reference. Neither referee should be a relative or someone known to you solely as a friend. Wishford Schools will typically take up references from all shortlisted candidates before interview.

	Referee 1 (current employer)	Referee 2
Name:		
Organisation:		
Address:		
Occupation:		
Telephone number:		
Email Address:		
May we contact prior to interview?		

Section 11 - Recruitment

It is Wishford Schools' policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within Wishford Schools are subject to a probationary period. Wishford Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Section 12 - Declaration

I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.

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

I have declared any known connections to Wishford Schools and/or staff currently or previously working within the group.

I consent to Wishford Schools processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature	
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Date	
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Note: References to "Wishford Schools" include Wishford Schools Limited and each of the schools within the group.

CONNECTIONS (please detail any connections you have to Wishford Schools or schools within the group)

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ADDITIONAL INFORMATION

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