



Farney Close School, Bolney Court, Bolney, Haywards Heath, West Sussex, RH17 5RD

## Employment Application Form

Post applied for: \_\_\_\_\_  
How did you hear about this vacancy? \_\_\_\_\_

### Personal Details

Surname: \_\_\_\_\_ First names: \_\_\_\_\_  
Former name(s) Preferred title:  
(if applicable)\* \_\_\_\_\_ Mr/Mrs/Miss/Ms/Other: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Daytime: \_\_\_\_\_  
Evening: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Mobile: \_\_\_\_\_  
e-mail address: \_\_\_\_\_  
National Insurance No: \* \_\_\_\_\_  
\* Required for full identification purposes

### Education, Training and Qualifications

**Secondary and Further Education, plus Training Courses Attended**  
Please continue on a separate sheet if necessary.

Name of School, College, University and / or Training Course.	Date From.	Date To.	Examinations, Subjects, Course Qualifications, Certificates awarded.
	Please account for any gaps in the date range		

### Membership of Professional Organisations

Name of Professional Organisation	Grade and Date(s) of Membership

### Participation in Voluntary, Recreation or General Interest Groups

Name of Organisation	Position(s) Held

### Current / Most Recent Position Held

Position / Job Title: .....	
Name and Address of Employer: .....	
Post Code: .....	Tel No: .....
Website Address: .....	
Type of establishment: .....	
Key tasks, responsibilities and achievements:  	
Employment Start Date: .....	Starting Salary: .....
Employment End Date: .....	
Allowances: .....	<b>Current / Leaving Salary:</b> .....
<b>Notice Period Required or Available Start Date:</b> .....	



## **Experience, Skills, Abilities and Career Aspirations**

Please tell us how you think you meet the requirements for this job, referring to the Job Description where possible. You may wish to use details of your previous jobs, voluntary work, other activities or your personal interests. This is your opportunity to tell us more about your achievements and your aspirations for your future career.

**Continue on a separate sheet if necessary.**

**Other Information**

Do you have a partner, any family/relatives, or friends/acquaintances currently working at Farney Close School? YES / NO

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If yes please provide their name and how you know them.

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Would you be willing to undergo a medical examination following conditional appointment? YES / NO

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If you have a disability will you require any form of assistance to enable you to participate in the recruitment process equally and fully? YES / NO

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If YES please describe any reasonable adjustments we need to be aware of in advance.

Are you able to travel during the course of your work? YES / NO

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Do you have a driving licence? YES / NO

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If YES, is it; PROVISIONAL / FULL / HGV / PSV

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Are you entitled to work in the UK? YES / NO

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Every applicant will be asked for proof of their eligibility to work in the UK at interview stage.

The work you are applying for is a regulated activity requiring an Enhanced DBS with Barred List Check and is therefore exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Any data processed as part of the DBS Check will be processed in accordance with Data Protection Regulations and the School's Privacy Notice. **As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included in the children's barred list held by the DBS.**

The amendments to the Exceptions Order 1975 (2013 and 2020) 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 on the Ministry of Justice website.

**Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.**

If you have lived or worked outside of the UK **since the age of 18**, the School may request additional information in order to comply with Safer Recruitment Requirements. If you answer Yes to the question below we may contact you for additional information in due course:

Have you lived or worked outside of the UK **since the age of 18?**

YES / NO

Any job offer will be conditional on the satisfactory completion of the necessary Pre-Employment Checks

Do you hold an Enhanced DBS Certificate produced within the last three months?  
YES/NO

Are you on the DBS Update Service?  
YES/NO

Please note that candidates shortlisted for interview will be subject to online searches.

## References

Please give details of two referees - one must be your present or most recent employer.

We cannot accept two referees from the same organisation nor anyone who you are related to. Please provide employer reference contact details from your two most recent employers.

Please note that we can only accept employment references from a **Principal**, Senior Manager, or Human Resources Dept

### REFERENCE 1

Name	
Job Title	
Address	
e-mail address:	
Please confirm the job title you held whilst working for this organisation.	
Please confirm the dates of employment you worked at this organisation.	
May we approach them for a reference before interview?	Yes / No

**REFERENCE 2**

Name	
Job Title	
Address	
e-mail address:	
Please confirm the job title you held whilst working for this organisation.	
Please confirm the dates of employment you worked at this organisation.	
May we approach them for a reference before interview?	Yes / No

I confirm that I authorise Farney Close School to contact my employment and/or character referees in order that they can provide a reference for me in relation to my application for employment at the school.

Signed:..... Date:.....

Print Name:.....

## Privacy Notice

We will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks, to assess your suitability for employment with us, to comply with safer recruitment procedures and for administration and management purposes. We may disclose your information to our service providers and agents for these purposes and **by signing this application form you are consenting to our processing this for the purposes above.**

If your application is unsuccessful, we will keep your information for 6 months in accordance with legal requirements and for administration purposes, after which time it will be deleted in accordance with our records management policy. You have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact the HR Officer for further information.

## Declarations

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred List c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

I understand that any false information or failure to disclose health problems, disqualifications, relevant criminal convictions or prosecutions pending may disqualify me from employment or render me liable to summary dismissal.

I understand that this organisation reserves the right to verify claims made in this application process and I consent to the organisation requesting an enhanced DBS check on me if my application is successful.

Signature:

Date:

**Thank you for your application and your interest in wishing to work at  
Farney Close School.**