| **APPLICATION FORM**  **[all fields must be completed]** | | |
| --- | --- | --- |
| **Position applied for:** | | |
| **PERSONAL DETAILS** | | |
| Current Surname:  All Previous Surnames:  Title Mr/Mrs/Miss/Ms/Dr: | | Forenames: |
| DfE Reference Number (if relevant): | | National Insurance Number: |
| Permanent Address:  Telephone No: | | Address for correspondence (if different):  Telephone No: |
| Daytime Telephone No:  Mobile Telephone No:  E-mail Address: | | |
| Notice period & date you are able to commence work: | | |

| **EDUCATION & TRAINING** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(a) Secondary Education :** | | | | | | | | | | | | |
| Name of School(s) | | | | | | | From | | | | To | |
| Qualifications / Examinations passed (Please list all qualifications obtained with their status) | | | | | | | | | | | | |
| Qualifications | | | | Grade | | | | | | | Date obtained | |
|  | | | |  | | | | | | |  | |
| (**b) Further / Higher Education :** | | | | | | | | | | | | |
| Name(s) of College / University | | | | Full / Part Time | | | | From | | | To | |
|  | | | |  | | | |  | | |  | |
| Name of qualification / examination | | | | Main Subject | | | | Subsidiary | | | Hons or Ord / Class & Division | |
|  | | | |  | | | |  | | |  | |
| If any course you have taken has been extended beyond the normal period, state reason and period of extension | | | | | | | | | | | | |
| **(c) Other qualifications obtained since leaving College / University & courses attended in the last 5 years :** | | | | | | | | | | | | |
| (Please indicate if full or part time) | | | | | | | | | | | | |
| **WORK EXPERIENCE** | | | | | | | | | | | | |
| **(a) Present or most recent post:** | | | | | | | | | | | | |
| Name of Employer | | | Position held (state full/part-time and salary) | | | | | | | Date appointed and leaving date if applicable | | |
|  | | |  | | | | | | |  | | |
| **(b) Other work experience:** | | | | | | | | | | | | |
| Name of Employer | | | Nature of employment (full/part time) | | | | | | | From | | To |
|  | | |  | | | | | | |  | |  |
| **REFERENCES** | | | | | | | | | | | | |
| **Please give details of two referees who can comment on your suitability for the post for which you have applied. At least one reference must be from your current, or most recent, employer and signed by someone in a senior position. Open references are not acceptable. Every effort will be made to take up references prior to interview.** | | | | | | | | | | | | |
| 1) | Name |  | | | 2) | Name | | |  | | | |
|  | Status |  | | |  | Status | | |  | | | |
|  | Address:  Tel: | | | |  | Address:  Tel: | | | | | | |

| **ADDITIONAL INFORMATION** | |
| --- | --- |
| **(a) Activities and Interests which may be beneficial to the post applied for, including music, drama and sport:** | |
|  | |
|
| **(b) Other Information :** | |
| Do you hold a current Driving Licence? | YES / NO |
| Are you a relative of any Yarm School governor, employee or pupil? | YES / NO |
| **(c) Please provide any further information to support the application including a statement of personal qualities and experience to demonstrate suitability for the post.**  **Applicants are encouraged to write a separate letter in support of their application.** | |
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**This application form must be completed in full. Copies of your curriculum vitae in place of an application form will not be accepted.**

**Personal data provided in this application and in subsequent disclosures and pre-appointment checks will be collected, used and stored in accordance with the UK General Data Protection Regulations (UK GDPR), the Data Protection Act 2018 and the School’s privacy policy which is available from** [**HR@yarmschool.org**](mailto:HR@yarmschool.org) **on request).**

| **Criminal Convictions and the Rehabilitation of Offenders Act 1974: to note**  Yarm School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children**.**  The amendments to the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 (2013 and 2020) provide that when applying for particular jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  **You should be aware that if this role involves engaging in regulated activity (as defined under Schedule 4 of the Safeguarding Vulnerable Groups Act as amended by the Protection of Freedoms Act 2012), convictions and cautions under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975 will not be ‘protected’ and if you are short-listed for interview, you will be asked to declare all spent and unspent cautions or convictions, reprimands or warnings.**   | If you are successful at interview further mandatory pre-appointment checks will be carried out against you including the Enhanced DBS check which covers the children’s barred information list (if applicable to the role).  Yarm School’s Child Protection and Safeguarding Policy and Policy on the Recruitment of Ex-offenders are available on the School website. | | --- | | |
| --- | --- | --- |
| **Declaration by the Applicant:**  I agree that any offer of employment by Yarm School is subject to all pre-appointment checks being carried out and satisfactory results being received.  I confirm that the information given in this application is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.  **Signature of applicant: Date:**  **(If you sign electronically and reach the interview stage you will be required to sign the application again in person at the interview).** | |
| **Please return the completed application form and covering letter to:**  i) PAA Staff roles: [dpb@yarmschool.org](mailto:dpb@yarmschool.org) or by post to  **The Princess Alexandra Auditorium Manager**  **Yarm School,**  **The Friarage,**  **Yarm TS15 9EJ.**  ii) Senior School Teaching Posts: [head@yarmschool.org](mailto:head@yarmschool.org) or by post to  **The Headmaster,**  **Yarm School,**  **The Friarage,**  **Yarm, TS15 9EJ.**  iii) Senior School Support Staff roles: [hr@yarmschool.org](mailto:hr@yarmschool.org) or by post to  **The School Manager**  **Yarm School,**  **The Friarage,**  **Yarm TS15 9EJ.**  iv) All Prep School Posts: [prephead@yarmschool.org](mailto:prephead@yarmschool.org) or by post to  **The Head of Preparatory School,**  **Grammar School Lane,**  **Yarm, TS15 9ES.** | |