| **APPLICATION FORM**  **[all fields must be completed]** | | |
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| **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: | | |
| Please advise how you heard about the job role? | | |
| Please confirm that you have the right to work in the UK? Yes / No  (Successful candidates for the position will need to supply original documentation as proof of their right to work in the UK) | | |

| **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** | | | | | | | | | | | | |
| Please cover your entire career explaining any gaps in employment.  **(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. Please note, every effort will be made to take up references prior to interview unless you tell us otherwise - in that case, we will not be able to confirm a successful appointment until your references have been received and noted as satisfactory, along with all other vetting requirements. | | | | | | | | | | | | |
| 1) | Name |  | | | 2) | Name | | |  | | | |
|  | Status |  | | |  | Status | | |  | | | |
|  | Address:  Email:  Tel: | | | |  | Address:  Email:  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.** | |

**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).**

| **Online Searches**  As part of our Safeguarding commitment and due diligence, where appropriate we will carry out online searches and social media searches of shortlisted candidates, the content of which may be further explored at interview, where necessary. This is part of the Department for Education's safer recruitment statutory guidance; Keeping Children Safe in Education (2023). |
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| **Equality and Diversity Monitoring**  Please feel free to complete our Equality and Diversity Monitoring form which is on our vacancy page, this helps us to promote equality and eliminate unlawful discrimination and helps us achieve our aims of diversity inclusion. You do not have to complete this form, and we understand that some of this information is personal and sensitive in nature. However, gathering this data helps us to know if we are succeeding in involving different groups of people, and to change our approach if some groups are not represented.  Please note that information you may provide on this form has no effect on decisions made as part to the shortlisting process. |
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| **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 consent to the school obtaining references which will include information from my most recent/current employer about my suitability to carry out the role applied for, to work in an environment with children and details about my attendance.  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:** | |
| --- | --- |
| **Please return the completed application form and covering letter to the appropriate contact as per the job advert:**  i) Senior School Teaching Posts: [head@yarmschool.org](mailto:head@yarmschool.org) or by post to  **The Headmaster,**  **Yarm School,**  **The Friarage,**  **Yarm, TS15 9EJ**  ii) 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**  iii) All Prep School Posts: [prepschool@yarmschool.org](mailto:prephead@yarmschool.org) or by post to  **The Head of Preparatory School,**  **Grammar School Lane,**  **Yarm, TS15 9ES** | |