

## APPLICATION FORM

Personal Details		
<b>Title:</b> Dr/Mr/Mrs/Miss/Ms	<b>Forename(s):</b>	<b>Surname:</b>
<b>Address:</b>       <b>Postcode:</b>	<b>Former names:</b>	
	<b>Preferred name:</b>	
	<b>National Insurance Number:</b>	
	<b>Are you currently eligible for employment in the UK?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Post Applied for:</b>	Please provide details:	
<b>Where did you see the advertisement?</b>		
<b>Telephone Number(s):</b> Home: Work: Mobile:  <b>Email Address:</b>	<b>Do you have your own transport?:</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If you do not have your own transport, how will you get to the centre?	
<b>Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Sherborne School for Girls? If so, please provide details.</b>		

**Education****Please start with the most recent**

Name of University/ School/College/	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

### **Other Vocational Qualifications, Skills or Training**

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

### **Employment**

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended  
(if applicable):

Current salary/  
salary on leaving:

Do you/did you receive any employee benefits? If so, please provide details of these.

Reason for seeking other employment:

Please state when you would be available to take up employment if offered and list any holiday commitments:

Provide, where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment

**Previous Employment and/or Activities since leaving secondary education**

Please continue on a separate sheet if necessary

<b>Dates</b>	<b>Name and address of employer</b>	<b>Position held</b>	<b>Duties</b>	<b>Reason for leaving</b>

**Suitability**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

## Interests

Please give details of interests.

## Criminal Records

An offer of employment is conditional upon the SSL receiving a satisfactory Disclosure from the CRB. 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 Criminal Records Bureau (a copy of which is available on request).

The SSL 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. Instead, each case will be assessed fairly by reference to the SSL objective assessment procedure (a copy of which is available on request).

Have you been convicted by the courts of any criminal offence? Yes  No

Is there any relevant court action pending against you? Yes  No

Have you ever received a caution, reprimand or final warning from the police? Yes  No

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.

## 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 your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. SSSL intends to take up references from all short listed candidates before interview.

Referee 1	Referee 2
<p>Name:</p> <p>Organisation:</p> <p>Address:</p>  <p>Occupation:</p> <p>Telephone Number:</p> <p>May we contact prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Organisation:</p> <p>Address:</p>  <p>Occupation:</p> <p>Telephone Number:</p> <p>May we contact prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Personal Referee 1</b></p> <p>Name:</p> <p>Relationship:</p> <p>Address:</p>  <p>Telephone Number:</p> <p>May we contact prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

## Recruitment

It is SSSL's 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 SSSL are subject to a probationary period.

SSLL is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If your application is successful, SSSL will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like SSSL retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like SSSL to retain your details if your application is unsuccessful?

Yes  No

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

Signature .....

Date .....

Date Received:

Date acknowledged:

Please return your completed form to:

**Oxley Sports Centre, Bradford Road, Sherborne, Dorset, DT9 3DA**