

**STAFFORD GRAMMAR SCHOOL**

**PERIPATETIC TEACHERS, SPORTS COACHES AND SCHOOL VOLUNTEERS**

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| **Position Applied For:** |

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| **1. Personal Details** | | | | | | | | |
| Title: | Forename(s): | | | | | Surname: | | |
|  |  | | | | |  | | |
| Address: | | | | | | Former Name(s): | | |
|  | | | | | |  | | |
| Preferred Name: | | |
|  | | Postcode: | |  | |  | | |
| How long have you lived at this address? | | | | | If you have lived at this address less than 5 years please provide all previous addresses for the past 5 years | | | |
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| Previous Address: | | | | | Previous Address: | | | |
|  | | | | |  | | | |
| Postcode: |  | | | | Postcode: | |  | |
| Length of time at this address: | | |  | | Length of time at this address: | | |  |
| Home telephone number: | | | | | Work telephone number: | | | |
|  | | | | |  | | | |
| Mobile telephone number: | | | | | Email address: | | | |
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| Are you currently eligible for employment in the UK?  Yes  No  Do you have a current full UK driving licence?  Yes  No |
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| **2. Current Employment** | | | | | | | | |
| Current/most recent employer’s name and address: | | | | Appointment Dates: | | | | |
|  | | | | From: | | To: | | |
|  | |  | | |
| Current/most recent job title: | | | | | | | | |
|  | | | | | | | | |
| Brief description of responsibilities: | | | | | | | | |
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| **3. Employment History** | | | | | | |
| **Please give details of your full employment history in date order *starting with the most recent*. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since secondary education; with any gaps. Please continue on a separate sheet if necessary.** | | | | | | |
| **Organisation’s Name**  **and Address** | **Employment Dates**  **(MM/YYYY)** | | **Your Role:** | | **Reason for Leaving:** | |
| **From** | **To** |
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| **4. Gaps in your Employment** | | | | | | | |
| If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates: | | | | | | | |
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| **5. 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. Stafford Grammar School intends to take up references from all shortlisted candidates before interview. Stafford Grammar School reserves the right to take up references from any previous employer. | | | |
| **Referee 1** | | **Referee 2** | |
| Name: |  | Name: |  |
| Job Title: |  | Job Title: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
| Telephone Number: |  | Telephone Number: |  |
| Email Address: |  | Email Address: |  |

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| **6. Criminal Records** |
| As this role involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) 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 at the [Disclosure and Barring Service website](https://www.gov.uk/government/organisations/disclosure-and-barring-service).  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently. |

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| 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. |
| I can confirm that I am not on either the Children's Barred List or the Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.  Yes  No |
| **7. Declaration** |
| **Please sign below**  **I confirm that the information I have given on this Application Form and attached letter is true and correct to the best of my knowledge.**  **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 Stafford Grammar School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**  **I consent to Stafford Grammar School making direct contact with the people specified as my referees to verify the reference.**  **By submitting this application, you give consent to the Trust processing your application in accordance with safer recruiting procedures.**  **• I am not aware of any personal social media presence which may negatively affect my professionalism or suitability to work in a school?** |
| **Signature** |
| **Date** |