



# Application Form – Study Supervisor

## 1. Personal Information

Last Name		Previous Name(s): (if applicable)	
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First Name(s):

Home Address:

Current address:	
Time at this address:	
Previous address:	
Time at this address:	

E-mail address:

National Insurance Number: 

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Teacher Number (if applicable): 

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Home Telephone Number:	<input style="width: 100%;" type="text"/>	Do you have a full current driving licence?    YES    NO
Work Telephone Number:	<input style="width: 100%;" type="text"/>	Do you have any penalty points on you licence?    YES    NO
Mobile Telephone Number:	<input style="width: 100%;" type="text"/>	Car Reg:                      Colour:                      Make/Model:
		If so how many?

## 2. Present (or Most Recent) Employment

Job Title:			
Name, Address & Telephone Number of employer:			
Start Date:		End Date: (If applicable)	

Salary:		Allowances: (Please specify)	
Brief Details of Post:			

### 3. Previous Employment

Beginning with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployment, voluntary work, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Job Title:			
Company, Address & Telephone Number:			
Start Date:		End Date: (If applicable)	
Salary:		Allowances: (Please specify)	
Brief Details of Post:			
Reason for Leaving			

Job Title:			
Company, Address & Telephone Number:			
Start Date:		End Date: (If applicable)	
Salary:		Allowances: (Please specify)	
Brief Details of Post:			
Reason for Leaving			

Job Title:			
Company, Address & Telephone Number:			
Start Date:		End Date: (If applicable)	
Salary:		Allowances: (Please specify)	
Brief Details of Post:			
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Company, Address & Telephone Number:			
Start Date:		End Date: (If applicable)	
Salary:		Allowances: (Please specify)	
Brief Details of Post:			
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Job Title:			
Company, Address & Telephone Number:			
Start Date:		End Date: (If applicable)	
Salary:		Allowances: (Please specify)	
Brief Details of Post:			
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Job Title:			
Company, Address & Telephone Number:			
Start Date:		End Date: (If applicable)	
Salary:		Allowances: (Please specify)	
Brief Details of Post:			
Reason for Leaving			

Job Title:			
Company, Address & Telephone Number:			
Start Date:		End Date: (If applicable)	
Salary:		Allowances: (Please specify)	
Brief Details of Post:			
Reason for Leaving			

#### 4. Other Relevant Experience

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#### 5. Education

Please give details of all nationally recognised qualifications awarded/results awaited; **from GCE Advanced Level to Further Degree Level** or their equivalents in chronological order.

Attended		Name of School/College:	Qualification:	Subject:	F/T or P/T	Grade/Level:	Date Gained:
From (mm/yy)	To (mm/yy)						

Copies of essential qualifications will be required on appointment.

## 6. Training (Other Continuing Professional Development)

Please list any relevant courses or training you have attended in the last five years starting with the most recent (Please continue on a separate sheet if necessary).

Title of Course:	Organising Body:	Awards (if any):	Date of Attendance: (mm/yy)

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## 7. Letter of Application

Please attach a separate letter of application – of no more than 2 sides of A4 to support your application.

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## 8. Self declaration of criminal record

This post involves working in a school and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment, unless the information received is considered to make you unsuitable. In making such a decision, consideration will be given to the nature of the offence, when it occurred, your age at the time and any other relevant factors. Failure to disclose may result in withdrawal from any job offer or result in summary dismissal if the discrepancy is discovered at a later date.

Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences?

Yes  No

Are you barred from working with children or subject to any sanctions imposed by a regulatory body (e.g. GTC/Teaching Agency)?

Yes  No

If you have answered yes to either of the above questions, please provide dates and brief details here:

St. Dominic's Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### 9. Immigration, Asylum and Nationality Act 2006

All short listed applicants will be required to provide original material evidence of their Eligibility to Work in the UK. Please confirm that you are able to provide the appropriate documents.

Yes  No

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### 10. References

Please provide details of two professional referees, one of whom must be your current employer.

#### 1<sup>st</sup> Referee

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No:

Capacity:

#### 2<sup>nd</sup> Referee

Name:

E-Mail Address: (Please provide wherever possible)



Address:

Telephone No:

Capacity:

**Please note:** The post you are applying for forms part of the Children's Workforce, your references will be contacted should you be shortlisted for interview. For all other posts references will be sought should you be made a conditional offer of employment.

**Emergency Contact**

Name:

Relationship

Address:

Telephone No(s):

Capacity:

**11. Declarations**

To the best of my knowledge the information I have given on this form is correct and may be used as part of my contract of employment.

I understand that providing misleading or false information, directly or indirectly canvassing anyone likely to be involved in the appointment process, will disqualify my application and may lead to a referral to the Independent Safeguarding Authority.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes and that should I become an employee the information will also be used for employment related purposes. I agree to St. Dominic's Priory School holding and processing this information in accordance with the Data Protection Act 1998.

If I am unsuccessful in my application, I also agree to St. Dominic's Priory School retaining my details in order to contact me in the event another similar position becomes available.

Signed:

Date:

Please remember to complete and return the monitoring form.