



*Lyndhurst School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

## 8. APPLICATION FORM

POSITION APPLIED FOR:

1. Personal details	
Title:	
First Name(s)	
Last Name	
Former Names (including maiden name)	
Address (including postcode)	
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.	
Previous address:	Previous address:
N.I. Number:	
Contact details	
Home telephone: _____	
Mobile telephone: _____	
Email: _____	



## 2. General

Do you have Qualified Teacher Status? Yes ☐ No ☐

Do you have a current full UK driving license Yes ☐ No ☐

Please provide full details of membership of any professional bodies

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## 3. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)



Professional Development - Long Courses (Attended during the last 3 years)				
Name of Course (and award if gained)	Provider	Full time/Part time or Seconded	From	To

Professional Development - Short Courses (Attended during the last 3 years)				
Name of Course	Provider	Full time/Part time or Seconded	From	To

Outside Interests



#### 4. Further Education and Career History

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.

Please provide details if you have stayed, lived and/or worked outside the UK for more than three months during the last 5 years.

Employer/Training Establishment (including dates)	Position held (including subject taught and at which level)	Reason for leaving



Current Salary (basic) if appropriate (Please indicate spine point)	Additions (Please indicate responsibility points, London Allowance etc)
Total Salary	

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

5. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.



## 6. Referees

Please provide at least two professional referees. One referee should be your current or most recent employer. *if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend).*

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	
Company		Company	
Dates of employment for/ with this referee		Dates of employment for/ with this referee	
In what capacity do you know the referee?		In what capacity do you know the referee?	
If you are known to either referee by any other name please give details			

## 7. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.



## 8. Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that we will institute our own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of, an applicant's application; or
- we have serious concerns about an applicant's suitability to work with children.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. *the General Teaching Council for England, or the Teaching Regulation Agency*).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return your completed application form to: [recruitment@lyndhurstschool.co.uk](mailto:recruitment@lyndhurstschool.co.uk)