

Employment Application Form

Where a role involves engaging in regulated activity relevant to children, all applicants should be aware that *it is an offence* to apply for the role if the applicant is barred from engaging in regulated activity with children.

In summary, a person will be engaging in regulated activity with children if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children
- will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Please note that in order to be considered for a position at the school, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

Position applied for:

Please state where you saw this post advertised:

1. Personal Details

Name in full (including title):

Previous name(s) or aliases (and dates used):

Permanent address:

Address for correspondence (if different):

Postcode:

Postcode:

Email address:

Telephone (Daytime):

Telephone (Evening):

Mobile:



**Queen Margaret's
School for Girls**

Escrick Park, York

Queen Margaret's School, York Limited
Escrick Park, York YO19 6EU

+44 (0)1904 727600
queenmargarets.com

Company Number 02010493. Registered in England & Wales. A registered charity.

2. References

Applicants should be aware that the purpose of seeking references is to allow the school to obtain factual information to support appointment decisions. The school must, where possible, obtain references before interview to allow any concerns raised to be explored further with the referee and taken up with the candidate at interview.

The school cannot accept open references e.g. to whom it may concern. The references must be obtained by the school and addressed to the school. We require one reference to be from the candidate's current employer and to have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations). We will always obtain verification of the candidate's most recent relevant period of employment where the applicant is not currently employed and will require a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children the school will require a reference from their current employer.

The school will take steps to ensure electronic references originate from a legitimate source and will contact referees to clarify content where information is vague or insufficient information is provided. We will compare the information on the application form with that in the reference and take up any discrepancies with the candidate and will establish the reason for the candidate leaving their current or most recent post.

Name of referee	Address and email (including postcode and telephone number)	Position	Permission to contact prior to interview?
1.			
2.			



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3. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications including secondary and all post-secondary qualifications. Continue on a separate sheet if necessary.

School/College/Institute	Dates from - to	Examinations taken and/or qualifications obtained	Result

4. Professional Qualifications

Institute or professional body	Qualification obtained	Date obtained



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Please provide details of **all** positions held and of all training/further education, employment, self employment, voluntary work and/or career breaks since leaving secondary education in chronological order. **Please start with your most recent position.** Please ensure you include explanations for any periods not covered by the foregoing. Continue on a separate sheet if necessary.

Starting with your most recent, please list all employment.			
Dates from - to	Employer/training establishment (name and address)	Job title (inc brief description of duties)	Reason for leaving
What is your current/most recent salary? Notice period with current employer?		Have you lived outside of the UK for a period of more than three months in the past five years? If yes, please give details:	
Are there any restrictions on i) your right to remain in the UK and/or ii) your ability to be employed legally in the UK?			
If yes, please provide details:			

6. Additional Information

Please give your reasons for applying for this post and say why you believe you are suitable for it. Having regard to the Job Description and Person Specification, set out as compellingly as possible any personal qualities, experience and skills you have gained in other jobs or similar environments that demonstrates your ability and aptitude to deliver the role successfully.

Please give details of leisure activities and interests outside of work along with any clubs or associations to which you belong.

Please supply any further information which you feel is relevant in support of your application, including future career objectives.

You may provide further information to support your application by way of a covering letter, however this should not be at the expense of completing the application form in full.



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7. Digital Screening

Schools and colleges are required to consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. These checks will only be for checking suitability for working with children and not other areas of a person's life. We will be carrying out an online search against all shortlisted candidates for this position. To provide complete disclosure please set out below details of any identity that you use or have used on any social media platform.

Details:

8. Criminal Convictions/Criminal History

Please be aware that the school applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the school which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the school is conditional upon the school being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the school will be handled in accordance with any guidance and/or code of practice published by the DBS.

The school will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the school to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at Section 9 of this Form therefore asks you to confirm whether you are barred from working with children.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Please submit information in confidence enclosing details in a separate sealed envelope or password protected document supplying the password only to the Head or Bursar. The contents will be seen by the Head or the Bursar only. If you wish you may arrange an appointment by telephone with the Head or the Bursar to discuss concerns over this requirement.

Having a criminal record will not necessarily prevent you from taking up employment with the school. Instead, the school will assess each case on its merits and with reference to the school's objective assessment criteria set out in the school's Staff Recruitment Policy.

Declaration:

I have nothing to declare

I enclose a confidential statement

(please delete as appropriate)



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9. 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 the school will institute its 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

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.

I have read and understand the Queen Margaret's School Staff Recruitment Policy and confirm that my application is submitted in accordance with that policy.

Signature Date

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. Your personal information will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may check the information collected with third parties or with reference to other information held by us. Your details will not be passed to any third parties unconnected with the school, except where required by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with the Data Protection Act 1998.



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