



SIR THOMAS FREMANTLE SCHOOL

CONFIDENTIAL

Please email to: exams@sirthomasfremantle.org
or post to Sir Thomas Fremantle School, Park Road, Winslow, Bucks. MK18 3DL

This application form must be completed in full. Whilst a curriculum vitae can be attached, it will not be accepted as a replacement for any part of this form.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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. The personal information that you give to the School 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 the School the information that you provide will be used in the administration of your employment with us, and to provide you with information about the School, or a third party, via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties, or with other information held by us. We may also use it to pass to certain third parties as information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form (or submitting it electronically via email) we will assume that you agree to the processing of sensitive personal data, (as described above).

Post Details

Post Applied for: **EXAMINATION INVIGILATOR**
at: **Sir Thomas Fremantle School**

Personal Details

Your title:

First Name(s):

Surname:

Previous names known by:

Address and postcode:

Home Phone No.:

Work Phone No. (Optional):

Mobile Phone Number:

Email:

DfE Reference Number: (formerly DfES/DFEE/DCSF)	NI Number: If no NI number, please give details in your personal statement.
<p>Referees</p> <p>Please give details of two referees. If you are, or have recently been employed, one must be your current or last employer. One of your referees must be able to make reference to your work with children. If your current or last employment was within a school, one referee must be the head teacher or Chair of Governors.</p> <p>Your referees must not be a relative or partner.</p> <p style="text-align: center;">Referees will be taken up after shortlisting and before interview. We reserve the right to request additional referees.</p>	
Referee 1	Referee 2
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Daytime No:	Daytime No:
Email:	Email:
Capacity in which known to you:	Capacity in which known to you:

<p>Present or last employment</p> <p>If you have more than one post please provide details of the most relevant post here and include your other post/s under 'Previous Employments.'</p>
1. Present Post Title:
2. Name & Address of workplace:
3. Salary Point and any additional responsibility points or allowances:
4. Date Appointed:
5. Type of school (including single/mixed-sex):
6. Number on Roll:
7. Age Range Taught:
<p>Key Duties and Responsibilities</p>

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Previous Employments
 Please list in chronological order, latest first.
 Please include any voluntary work, giving reasons and duration of any gaps when you have not been in employment.

Name and contact details of employer	Position/Responsibilities	Full/ Part Time	Dates (month/year)	Reason for leaving
Please see CV for full details				

Education, Training, Qualifications & Professional Membership Please list in chronological order (<i>Most recent first</i>). Please bring documentary evidence of relevant qualifications / memberships must be presented at interview. These must be the originals.			
Secondary, Higher & Further Education/ Organising Body/ Professional Association	Qualification Achieved If relevant, include key stage training, subject specialisms, specialist training or special studies (publications or research dissertations)	Award/Level & Grade	From/To (month & year) Full or Part Time

Professional Development Please describe any relevant professional development/training you have gained within the past three years. Also briefly state the impact of the training.	
Date	Description of the training and the impact it has had on children's learning

<p>Personal Statement</p> <p>To support this application form please include a personal statement of no more than two sides of A4 (minimum font size 11) that sets out how your experience to date will prepare you to meet the requirements of the post. This can be completed in this box, or as a separate single page supporting statement.</p>

Asylum & Immigration Act, 1996	
Can you provide evidence of your legal right to work in the UK? (You will be required to produce this documentation at Interview)	Yes NI Number

Positive About Disabled People	
<p>Sir Thomas Fremantle School is committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. Please tick the box below if you consider yourself to have a disability*. In addition please advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.</p> <p>*For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.</p>	
Do you consider yourself to have a disability?	
Do you have any special requirements in relation to your interview arrangements?	
If 'Yes' to either of the above, please give details:	

Are you, to the best of your knowledge, related to any member of Staff or the Board of Governors, of Sir Thomas Fremantle School?	
If 'Yes' to either of the above, please give details (a candidate who fails to disclose the above may have their application rejected. If appointed they may be subject to disciplinary action or dismissal):	
Name:	Position:

<p>Criminal convictions – Rehabilitation of Offenders Act 1974</p> <p>All applicants are required to provide full details about any criminal record they may have.</p> <p>The successful applicant will be required to make an application to the Criminal Records Bureau (CRB) for disclosure under the provisions of the Police Act (1977).</p>
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The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad, including those 'spent' under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending. You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The General Teaching Council.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal.

<p>Do you have any criminal record information to disclose? If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence.</p>	
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If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good Repute from that country / countries Embassy in the UK. For example if you have worked in France, you must obtain a Certificate of Good Repute from the French Embassy in the UK.

Convictions
Prosecutions Pending
Disqualification Order
<p>Government Department Lists including DFE List 99 (formerly DfES/DfEE/DCSF), Department of Health (DoH) Protection of Children Act List (PoCA), or Department of Health (DoH) Protection of Vulnerable Adults (PoVA)</p>

Application Declaration

1. I have read or had explained to me and understand all the questions on this form.
2. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
3. I understand that evidence of my qualifications will be required during the selection interview process.
4. I understand that satisfactory references, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.
5. I understand that satisfactory references, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signed

Date

If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.

All information provided on this form will be dealt with in accordance with in accordance with the Data Protection Act 1984, Amended 1998. This information may be computerised and used for administrative purposes within Sir Thomas Fremantle School. All personal information computerised by the School has to be registered and may only be used and disclosed as described in the Data Protection Register.

Recruitment Monitoring

Sir Thomas Fremantle School is committed to achieving fairness and equality in employment. We aim to ensure that unfair discrimination does not take place at any stage of employment, including within the recruitment procedure. By completing this monitoring form you will be supporting us in meeting our commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This page will be detached from your application form, stored securely and confidentially and will not be taken into account when making the appointment.

Surname:	Title (Optional):	First Name(s):
Nationality:	Date of Birth:	
Are you:		
Post Applied For:	Post Ref No:	
Location: Sir Thomas Fremantle School, Winslow	Full Time/Part Time:	

What is your ethnic group?

Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background.

a) White

British
Irish
Any other White background, please write in

d) Black, Black British

Caribbean
African
Any other Black background, please write in

b) Mixed

White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background, please write in

e) Chinese, Chinese British

Chinese
Any other background, please write in

c) Asian, Asian British

Indian
Pakistani
Bangladeshi
Any other Asian background, please write in

f) Gypsy / Traveller

Romany Gypsy
Irish Traveller
Any other Traveller background, please write in

I prefer not to disclose

To which age band do you belong?	16-19	20-24	25-29	30-34	35-39
	40-44	45-49	50-54	55-59	60+

The Disability Discrimination Act 1995 defines disability as:

A disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.

Do you consider yourself to have a disability?

Religion / Belief

Christian (all denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

None

Other please specify:

I prefer not to disclose