



Claremont Fan Court School

Claremont Drive, Esher, Surrey KT10 9LY
HR office tel: 01372 473720
HR email: jobs@claremont.surrey.sch.uk
www.claremontfancourt.co.uk

EMPLOYMENT APPLICATION FORM

Post title :

FOR OFFICE USE ONLY
REF NO:

Personal details

Full name: Title First name Surname

Previous name(s)
(if applicable):

Address:

Postcode:

Telephone (Home):

Telephone (Mobile):

Telephone (Work):

Best daytime contact number for you:

Email address:

Confidential Referees

One referee should be your present or most recent employer, the other a previous employer. Please let your referees know that we will be in touch with them if you are shortlisted. We reserve the right to contact any previous employer.

1.

2.

Name: Mr Mrs Miss Ms

Name: Mr Mrs Miss Ms

Job title:

Job title:

Organisation name:

Organisation name:

Email:

Email:

Telephone number:

Telephone number:

Address:

Address:

Relationship to the applicant:

Relationship to the applicant:

References will only be requested for short listed candidates. May we approach your referees without further reference to you?

Yes No

Please give any dates you are NOT available for interview:

Post title :		FOR OFFICE USE ONLY REF NO:
---------------------	--	---------------------------------------

Education and qualifications

Please give details of your education and qualifications to date (boxes will expand as required)

Dates (MM/YY)		School/College	Subject(s) studied at GCSE level or equivalent	Grades
From	To			
		School/College	Subject(s) studied at A level or equivalent	Grades
		Undergraduate university attended	Subject(s) studied	Degree (with class and date confirmed)
		Postgraduate university attended	Subject(s) studied	Degree (with date confirmed)
		Professional qualification including teacher training institution attended	Subject(s) studied	Degree/qualification (with date confirmed)

Membership of professional bodies

Dates (MM/YY)		Name of Association / Institute/Qualifications	Level/or grade of membership
From	To		

Other relevant training e.g. First Aid, Child Protection, Leadership

Dates (MM/YY)		Title of course	Details
From	To		

Interests

Please outline your interests

Please list the co-curricular activities you have led in your previous and current positions

Activity	School	Dates

Please list the co-curricular activities you would be able to offer Claremont Fan Court School

Present or most recent employment

Post:

Name and address of employer:

Independent or Maintained

NOR:

Start date:

Leaving date
(if applicable):

Reason for leaving:

Notice required (if applicable):

Gross salary:

Salary scale (if applicable):

Outline of main duties

Previous employment

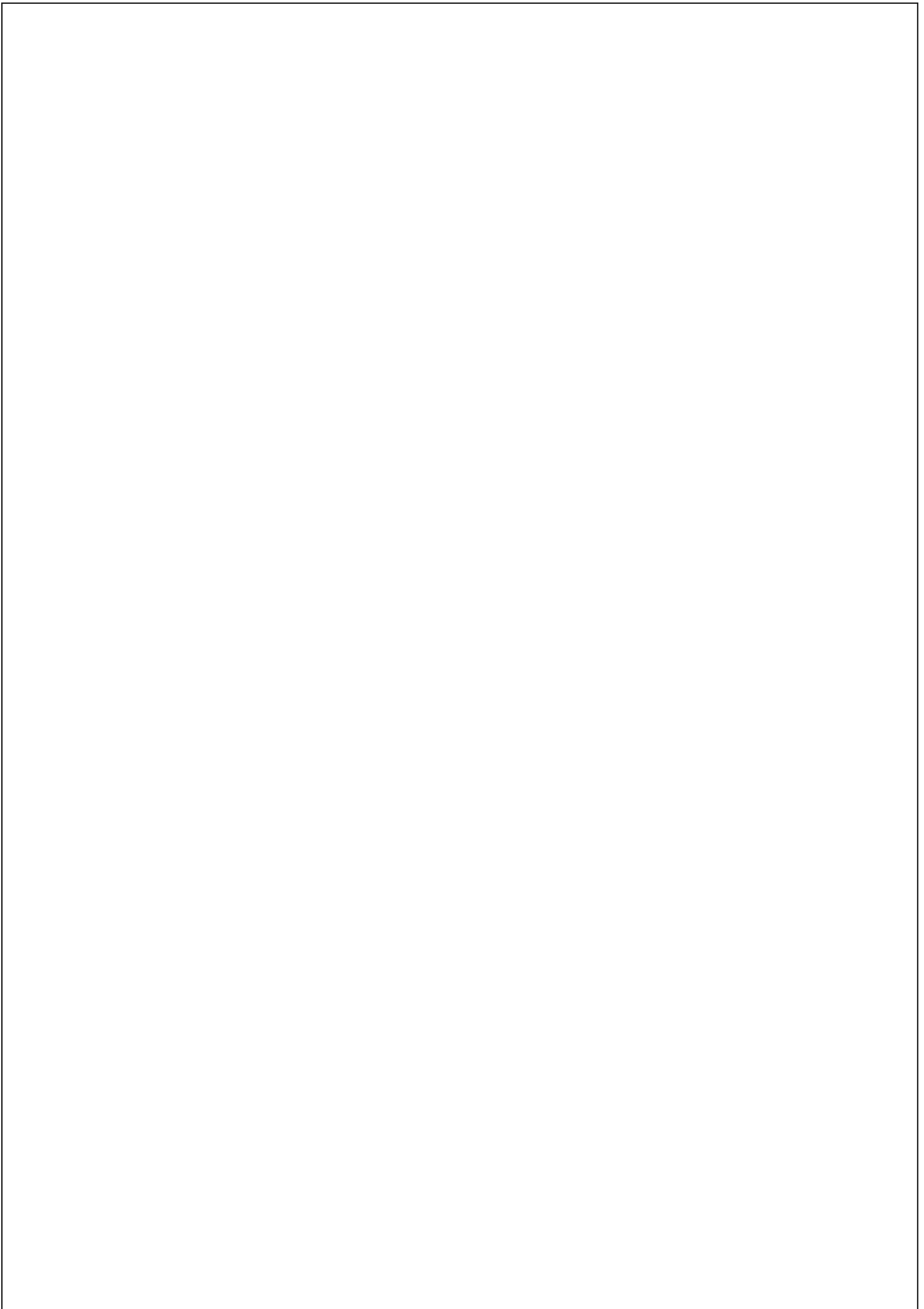
List all previous employment since leaving full time education, including any relevant unpaid work, in reverse chronological order. You should account for any periods between jobs by month and year. A curriculum vitae may be enclosed but cannot be used as a substitute for the information required below.

Dates (MM/YY)		Employer (if a school, include Independent or Maintained and number on roll)	Job title / main duties	Reason for leaving
From	To			

Statement in support of your application

Set out below how your skills and experience meet the criteria named in the person specification. Applicants should confine this statement to no more than two sides of A4.

Continue on Next page



Other details

Do you know any staff working at Claremont Fan Court School? Yes No

If YES, please state the nature of relationship and the name of the Claremont employee(s)

Do you have the legal right to live and work in the UK? Yes No

Do you require UKBA sponsorship (previously a work permit) to take up this post? Yes No

Type of Visa held and date of expiry:

(You will be asked to produce photographic identification and proof of the above if you are called to interview)

Have you lived or worked overseas for a period of three months or more in any one country since the age of 16? Yes No

Do you have Qualified Teacher Status? Yes No Date (if known)

Teacher reference number TRN (previous DfE number)

If you qualified as a teacher after 7 May 1999, have you completed a statutory induction year? Yes No

Where did you first see this position advertised?

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children. You are therefore required to declare whether you have any criminal convictions or cautions or bind overs.

Do you have any unspent convictions, cautions, reprimands or warnings? Yes No

Are you included in any list of people barred from working with children? Yes No

If yes to either of the above questions, please give details including dates on a separate sheet and forward in a sealed envelope marked Private and Confidential to the Head of Human Resources at the address at the top of this application form or by emailing jobs@claremont.surrey.sch.uk using Private and Confidential in the subject line.

Candidates should be aware that the School reserves the right to search social media sites during the selection process in order to ascertain what is on your profile in the public domain.

If your application is successful, prior to taking up your post, you will be required to undergo a formal disclosure process through the Disclosure and Barring Scheme. This will require you to show us your DBS certificate OR complete a DBS application form. You will need to provide a range of more than one piece of documentary evidence of your identity.

Once your DBS certificate has been seen, do you give us permission to check your DBS status online? Yes No

Declaration

Information from this application may be processed for purposes permitted under the General Data Protection Regulation (GDPR). Individuals have, on written request, the right of access to personal data held about them.

The School treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our [job applicant privacy notice](#) available on the 'work with us' page of our website.

I confirm that the information I have given above is true, accurate and complete. I accept that providing false information could result in my dismissal or disqualify me from employment.

Name:

Signature:

Date:



Claremont Fan Court School

Claremont Drive, Esher, Surrey KT10 9LY

HR office tel: 01372 473720

HR email: jobs@claremont.surrey.sch.uk

www.claremontfancourt.co.uk

Equal Opportunities Recruitment Monitoring Form

This form is to assist us in ensuring our equal opportunities policy is applied consistently across the School. It will NOT be included in the documentation that goes to the short listing panel or interviewing panel but will be used to produce anonymised data.

Post applied for:

1. **Gender** Male Female

2. **I have a disability** Yes No

3. **I would describe my racial or cultural origin as**

a. Asian

Asian – Bangladeshi
Asian – British
Asian – Indian
Asian – Pakistani
Any other Asian background
Please specify:

b. Black

Black – African
Black – British
Black – Caribbean
Any other Black background
Please specify:

c. Chinese

Chinese

d. Irish

Irish

e. Mixed

Asian and White
Black and White

Any other mixed background
Please specify:

f. White

White British
White European Union
Any other White background
Please specify:

g. Other ethnic group

Please specify:

4. **Nationality:**

5. I am aged: years Date of birth (DD/MM/YY):

6. I give my consent to Claremont Fan Court School to process the information given in accordance with the purpose stated above.

Name:

Signature:

Date: