



# Dudley House School

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## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

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

**Please complete in BLACK INK**

### 1. Personal details

First name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Previous Names known by: \_\_\_\_\_ Preferred title: (if any): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number : Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

NI Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### 2. Position applied for \_\_\_\_\_

Date available to take up employment: \_\_\_\_\_

Have you previously worked for another Seventh-day Adventist employer? Yes/No If yes, when? \_\_\_\_\_

Do you require a permit to work in the UK: Yes / No

Are you related to an employee, or governor of the school or an employee of the North England Conference? Yes / No

If yes, please provide details: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Position: \_\_\_\_\_

### 3. Do you have any physical condition which could limit your ability to perform the particular job for which you are applying? Yes / No

#### Describe the disabilities you have and

(a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application;

\_\_\_\_\_

\_\_\_\_\_

(b) any reasonable adjustment which you feel should be made to the job itself which would enable you to carry out the job.

\_\_\_\_\_

\_\_\_\_\_

(c) Please describe how you would be able to perform the job in spite of your physical condition

\_\_\_\_\_

\_\_\_\_\_

| 4. Secondary education (Earliest first) |    |                     |          |              |        |             |
|---|----|---------------------|----------|--------------|--------|-------------|
| Dates                                   |    | School name/address | Subjects | Type of Exam | Grades | Date Gained |
| From                                    | To |                     |          |              |        |             |
|   |    |                     |          |              |        |             |

| 5. Further / Higher Education (Earliest first) |    |                         |                |          |                                  |             |
|--|----|-------------------------|----------------|----------|----------------------------------|-------------|
| Dates  |    | Institution(s) attended | Type of course | Subjects | Qualification or class of degree | Date Gained |
| From   | To |                         |                |          |                                  |             |
|  |    |                         |                |          |                                  |             |

| 6. Other qualifications         |       |    |                     |
|---------------------------------|-------|----|---------------------|
| College/Institute or other name | Dates |    | Qualification/level |
|                                 | From  | To |                     |
|                                 |       |    |                     |

Documentary evidence of relevant qualifications must be presented at interview. These must be the originals.

## 7. Current and Previous Employment

Please list in chronological order your employment history. Please be accurate, starting with your current employment, then listing **all** other employment, working backwards from the most recent. Please include any breaks / gaps in your employment history together with the reason. Continue on a separate sheet if necessary and attach it securely to your application form.

| Date |    | Employers Name | Employers Address | Position held | Full or part time | Key Duties & Responsibilities | Reason for leaving<br>Reason for break in employment |
|------|----|----------------|-------------------|---------------|-------------------|-------------------------------|--|
| From | To |                |                   |               |                   |                               |  |
|      |    |                |                   |               |                   |                               |  |
|      |    |                |                   |               |                   |                               |  |
|      |    |                |                   |               |                   |                               |  |
|      |    |                |                   |               |                   |                               |  |
|      |    |                |                   |               |                   |                               |  |
|      |    |                |                   |               |                   |                               |  |
|      |    |                |                   |               |                   |                               |  |

**8. In service training / Professional development**

| Date | Organising Body | Course Title | Length of course |
|------|-----------------|--------------|------------------|
|      |                 |              |                  |
|      |                 |              |                  |
|      |                 |              |                  |
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|      |                 |              |                  |
|      |                 |              |                  |
|      |                 |              |                  |
|      |                 |              |                  |

**9. General****Interests/hobbies: (Give details of pastimes, sports, etc.)**

Offices held in social/sports clubs, etc.

**Public duties** (JP, local councillor, etc.) undertaken:**Membership of professional organisation:****10. Personal referees**

Please give details of two referees, one of whom should be your current or most recent employer. If you have worked with children in the past, one of your referees must be able to make reference to your work with children. Referees should not be family members or from people writing solely in the capacity as a friend.

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Known since (MM/YYYY): \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Known since (MM/YYYY): \_\_\_\_\_

**Referees will be taken up after short listing and before interview. We may request additional referees.**

**11. Personal statement**

Please outline the skills, experience and interests which you have that are relevant to your application. Explain how these relate to the requirements of the post. (Please continue on a separate sheet if necessary – no more than 1 additional side of A4 paper).

## 12. Disclosure

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.

The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent and unspent convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013.

You must also inform us if you are on List 99, disqualified from working with children, or have any active restriction which would prevent you taking up this post.

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 or disciplinary action being taken if you have commenced employment with the School. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the School consider it is relevant to the position you are applying for.

**Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not 'protected' to declare?** **Yes / No**

*(If yes please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence.)*

| Date | Type of Offence | Sentence/Fine Imposed | Comments |
|------|-----------------|-----------------------|----------|
|      |                 |                       |          |
|      |                 |                       |          |

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email: [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> Phone: 01634 247350 Text: 07824 113848

**Are you on List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or a regulatory body?** **Yes / No**

**Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?** **Yes / No**

If you are a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years you must obtain a Certificate of Good Repute from that Country(ies) 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.

## 13. Asylum and Immigration Act, 1966

Can you provide evidence of your legal right to work in the UK? **Yes / No**  
(You will be required to produce original documentation at interview.)

## 14. Recruitment policy

It is the organisation's policy to employ the best-qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status or disability.

### Declaration:

- I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.
- In accordance with the Data Protection Act 2018, I agree that information I have provided may be held and used for personnel and administrative purposes.
- I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK and relevant qualifications.

- I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.
- I hereby declare that information given on this form is true, complete and accurate and that I am in possession of the certificates I claim to hold.

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

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

Print Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## EQUAL OPPORTUNITIES POLICY

The North England Conference of Seventh-day Adventists is an Equal Opportunities employer. We operate a policy the aim of which is to ensure unfair discrimination does not take place in recruitment. In order to help us monitor this policy, and for no other reason, you are asked to provide the information requested below. This information is confidential and does not form part of your application. It will be detached from your application when received and will not be taken into account when making the appointment.

Post: \_\_\_\_\_

Surname: \_\_\_\_\_

Forename: \_\_\_\_\_

Title: \_\_\_\_\_

All names previous known by: \_\_\_\_\_

National Ins. No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

1. Are you Male? ☐ Female ☐
2. What is your nationality? \_\_\_\_\_
3. To which ethnic and cultural groups do you belong? Please chose from one of the groups a. to e. and then tick the box to indicate your cultural background.
  - a. White: ☐ British ☐ Irish ☐ Other (Please specify) \_\_\_\_\_
  - b. Black or Black British: ☐ Caribbean ☐ African ☐ Other (Please specify) \_\_\_\_\_
  - c. Asian or Asian British: ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Other (Please specify) \_\_\_\_\_
  - d. Chinese or other ethnic group: ☐ Chinese ☐ Other (Please specify) \_\_\_\_\_
  - e. Mixed: ☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ White and Chinese ☐  
Other (Please specify) \_\_\_\_\_
4. Do you belong to a religion faith? (Tick one box only)  
☐ Seventh-day Adventist ☐ Other Christian (please specify) \_\_\_\_\_  
☐ Jewish ☐ Muslim ☐ Sikh ☐ Buddhist ☐ Hindu ☐ None  
☐ Other (please specify) \_\_\_\_\_
5. Do you consider yourself to have a disability? Yes ☐ No ☐
6. Where did you learn of this vacancy? \_\_\_\_\_
7. To which age band do you belong? (please tick one box only)  
☐ 16-19 ☐ 20-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐ 55-59 ☐ 60-65 ☐ 65+

*Thank you for your cooperation*



## **NOTES FOR GUIDANCE – SUPPORT STAFF**

### **THE APPLICATION FORM**

Completing the application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form, which are relevant to you as clearly and fully as possible.

Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using, additional sheets if necessary.

The following notes will explain the application form and give some useful advice on how to complete it.

Please use BLACK ink or type.

### **SECTION 1: PERSONAL DETAILS**

Please enter your personal details fully and clearly so that we may contact you about your application.

### **SECTION 2: VACANCY DETAILS**

Please write in the position you are applying for if this has not already been done for you.

If you require a work permit please contact Work Permits (UK) on 0114 259 4074 for the relevant form.

If you are related to a governor or an employee of the school or the North England Conference we ask you to tell us so that we can make sure all applicants are treated fairly.

### **SECTION 3: DISABILITY**

Please complete any details you feel appropriate and relevant to your ability to fulfil the role.

### **SECTION 4 & 5: EDUCATION DETAILS (SECONDARY/FURTHER EDUCATION)**

We are interested in ANY form of education you are involved with or have followed, including any courses which did not lead to an examination or qualification.

We will take full note of any education or qualification gained overseas or as part of a Training Scheme.

### **SECTION 6: OTHER QUALIFICATIONS**

Please list any other qualifications you have especially those that may be relevant to the job.

### **SECTION 7: EXPERIENCE – current and previous employment**

Please give full details of all employment and other experience since leaving school, including any breaks or unpaid activities such as voluntary work, child rearing, travel abroad etc. We are interested in all present or past employment you consider relevant to your application. If you have recently left school or college or a training programme and have not yet had a full time or permanent job, please give details of any other employment that you may have had such as work experience gained on Training Schemes, part time, holiday work or voluntary activities. Please include your current job title and where applicable school and LEA. Please also list the areas that you have particular strengths or expertise or areas you would like to develop.

### **SECTION 8: IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT**

Please include any training you have undertaken which you feel is relevant to the job you are applying for.

We do of course recognise that not everybody has had access to training opportunities.

### **SECTION 9: GENERAL**

This section gives you chance to tell us a little bit more about your interest and hobbies.

### **SECTION 10: REFERENCES**

Please give the names and addresses (including postcode and email) of two referees. If you have been or are employed, the first referee should be your present or most recent employer. If you have been unemployed for some time, you should instead, name somebody who knows you well. Students should give a College Principal as their first referee and their second referee should be a representative from their teaching practice.

"Position/Job Title" (if appropriate) refers to the referee, e.g. Manager, Senior Lecturer, Head Teacher.

### **SECTION 11: OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other

information should include important issues particularly related to the school. Give examples, where you can, in support of your application.

## **SECTION 12: DISCLOSURE**

It is essential that you complete this section with full details as requested.

Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or be of good behaviour.

## **SECTION 14: CONFIRMATION OF DETAILS**

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated your application form to confirm that your details are correct and complete.

Refer to the closing date and ensure your application form is sent in plenty of time.

Applications should be received by the closing date.

Please return the form to the address shown on the first page of the application form.

You may find it useful to keep a copy of your application form. All applications are treated confidentially.

## **Equal Opportunities Policy and Form**

An effective policy of equal opportunities necessitates the collection of information about applicants.

To ensure that our Equal Opportunities Policy is effective we need to be able to monitor the number of people applying for and starting jobs with us.

Please help us by ticking or completing the appropriate boxes in this section. Any figures gathered will not identify individuals.

This information will not be used by those involved in selection procedures and is for statistical purposes only.