



## Adcote School for Girls

### Application for employment

Please complete all sections of the form. Adcote School is committed to a policy of equal opportunity and the development of positive policies to promote equal opportunity in employment.

Position applied  
for \_\_\_\_\_

Date of  
application \_\_\_\_\_

#### Personal details

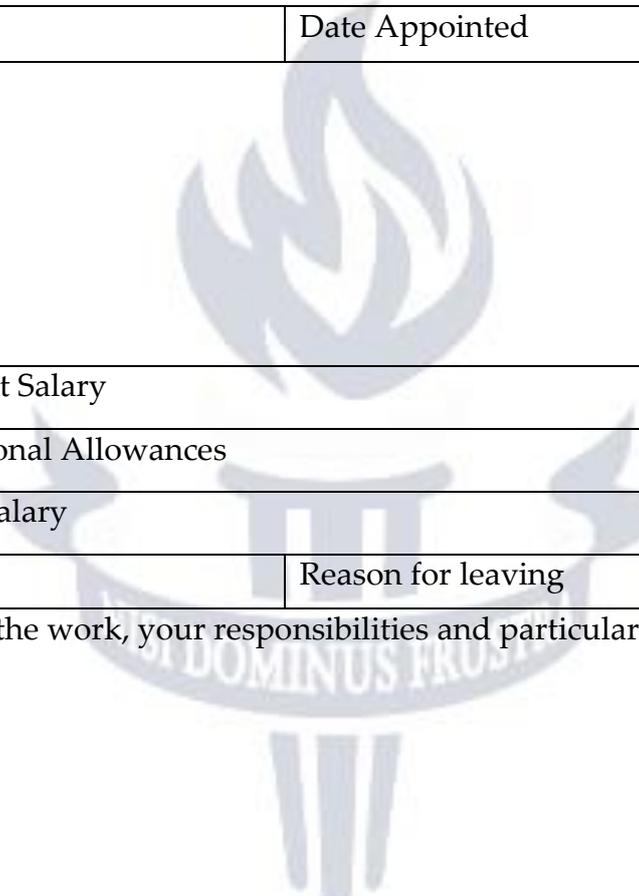
Title	
Surname	
Forename(s)	
Home Address	
Work Address	
Home Telephone No.	
Work Telephone No.	
May we call you at work? If not what is the best time to call you?	
Mobile Number	
Email Address	
NI Number:	
Passport Number:	
Nationality:	
Do you hold a current driving licence? If yes please give details	
Do you have any endorsements on your licence?	
How did you learn of this vacancy?	

## Education

University / Institution of Higher Education/ Professional Organisation	From – To	Full-time Part-time	Courses / Subjects/Professional Qualifications	Degree	Standard of Award
School	From – To	Full-time Part-time	Courses / Subjects		Grades

## Employment History

Give details of your previous employment starting with the most recent. You must explain any gaps in employment in the box at the end of this section.

Post Held		Date Appointed	
Name & Address of company			
Telephone Number:			
Present Salary Details	Current Salary		
	Additional Allowances		
	Total Salary		£
Date Left (if applicable)	Reason for leaving		
Summarise the nature of the work, your responsibilities and particular achievements			
 <h1 style="font-size: 2em; margin: 0;">ADCOTE</h1> <h1 style="font-size: 2em; margin: 0;">SCHOOL</h1>			

Post Held		Date Appointed	
Name & Address of company			
Telephone Number:			
Present Salary Details	Current Salary		
	Additional Allowances		
	Total Salary		£
Date Left (if applicable)	Reason for leaving		
Summarise the nature of the work, your responsibilities and particular achievements			

Post Held		Date Appointed	
Name & Address of company			
Telephone Number:			
Present Salary Details	Current Salary		
	Additional Allowances		
	Total Salary		£
Date Left (if applicable)	Reason for leaving		
Summarise the nature of the work, your responsibilities and particular achievements			

Post Held		Date Appointed	
Name & Address of company			
Telephone Number:			
Present Salary Details	Current Salary		
	Additional Allowances		
	Total Salary		£
Date Left (if applicable)	Reason for leaving		
Summarise the nature of the work, your responsibilities and particular achievements			

Gaps in Employment History (if applicable)
--

Professional development

Please list and describe any **Additional Specialised Training, including any Membership of Professional Bodies**

Year	Organising Body	Title and/or Description

**Relevant skills and experience**

Please list and where necessary describe any relevant skills, qualifications, languages, licences, certificates, interests, sports, activities, voluntary work, publications, awards, offices held or membership of any professional, trade, business or civic associations, etc.

<p>ADCOTE SCHOOL</p>
--------------------------

**Other:**

Leisure, voluntary and other interests which should be considered in support of your application. Please include any organisation where you have been involved with children or vulnerable people with dates and contact details.

**Achievements**

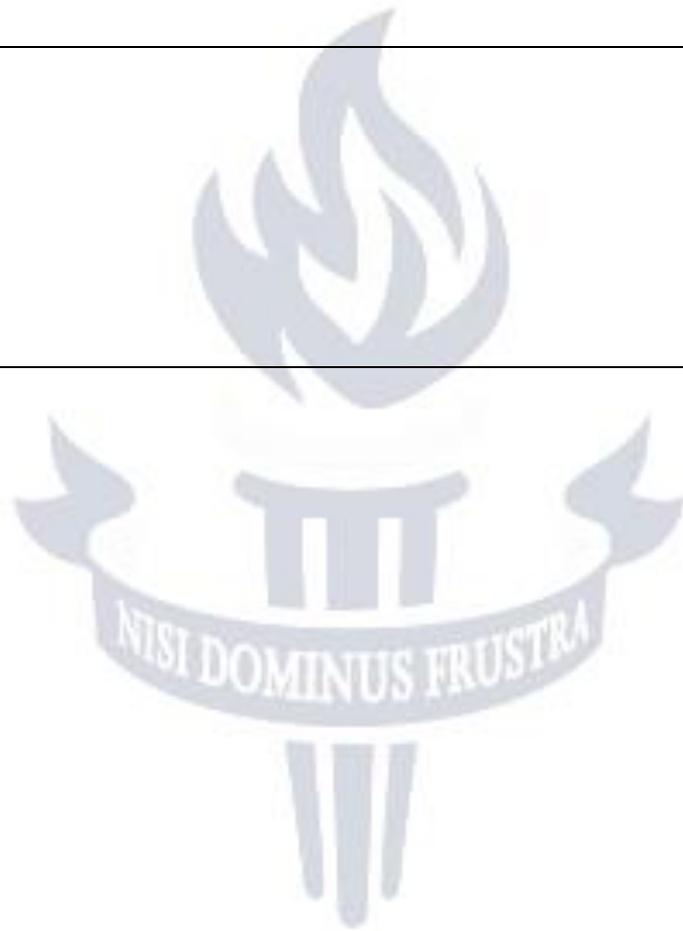
Please describe your three most significant achievements, professional or otherwise.

1.	
2.	
3.	

**Existing contacts within Adcote School**

Please indicate if you have any close family or personal links with any existing employees or Committee Members at the School.

--



ADCOTE  
SCHOOL

### Supporting statement

Please explain briefly how your expertise and experience meet the requirements of this post. You may continue on additional sheets of paper if necessary and are asked to **complete** a covering letter to the Head.



ADCOTE  
SCHOOL

## References

Please provide details of three referees who have recent knowledge of your work. One must be your present employer or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in their capacity of friends. If you are selected for interview, references from your current employer will only be called before interview with your permission. Any previous employers or educational institutions may also be approached for information to verify experience or qualifications before interview.

Name	_____	Phone	_____
Position	_____	E-mail	_____
Address	_____	May we contact prior to interview?	_____
How known	_____	Years known	_____

Name	_____	Phone	_____
Position	_____	E-mail	_____
Address	_____	May we contact prior to interview?	_____
How known	_____	Years known	_____

Name	_____	Phone	_____
Position	_____	E-mail	_____
Address	_____	May we contact prior to interview?	_____
How known	_____	Years known	_____

If you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, at least one referee must have known you in your most recent role working with children. If your previous posts have involved working with children in either a paid or voluntary capacity, questions will be asked about disciplinary offences related to children, including any for which the penalty is 'time expired' (that is, where a warning could no longer be taken into account in any new disciplinary hearing, for example) and whether you have been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure.

### Disability

Section One of the UK Disability Discrimination Act 1995 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Adcote School will interview all applicants who are disabled and who meet the essential criteria for an advertised job.

Do you have a disability as described above?	Yes / No
Whether or not you are disabled, do you need any help or special consideration to enable you to attend/participate fully in the selection process?	
Yes / No	
If your answer is 'yes', please give brief details below and we will get in touch with you later to ascertain how best to assist you.	
<p style="text-align: center; font-size: 2em; opacity: 0.5;">ADCOTE SCHOOL</p>	

### Criminal Convictions

It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is

suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

Do you have any 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).

Yes | | No | |

If the answer is yes, please provide full details below: -

### **Data Protection Act**

Under the Data Protection Act 2018 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our School for the selection and verification process in connection with any vacancy that arises. Under the Data Protection Act 2018 you have the right of access to any electronically and/or manually held information. By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

### **Right to Work in the UK**

Do you have the right to reside/work in the UK? Yes/No

Do you require a visa/sponsorship to work Yes/No

## Declaration

It is vitally important that the information provided in this form is true and that you declare all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. Adcote School reserves the right to check any of the details which you have provided in your application.

I have read the above and confirm that the information contained in my application is correct and complete.

I give the employer the right to investigate all references and to secure additional information about me, if job-related.

I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

I understand that the School will need to hold my data and sensitive personal data and I consent to the processing of such data within the terms permitted by the Data Protection Act.

I confirm that I have evidence of an entitlement to live and work in the UK and can produce documentary evidence to this effect. I confirm that I have read and understand the privacy notice (which can be found on our website under job vacancies).

If my application is successful, I understand that I will be required to complete a medical questionnaire, the responses to which will be assessed as to my medical fitness for the role. I acknowledge that there may be circumstances when it will be necessary for the School to be given access to my medical records.

Please bring your passport, another original document, permissions to work in the UK if required, and NI number to confirm your right to work in the UK and any relevant qualification certificates with you to your interview.

Signature of  
applicant

Date

Please note where you saw the job  
advertisement

On completion, please return this application form and the other required documentation (that is a cover letter to the Head and a CV) **electronically** to Miss Edwina Brown at [schoolsecretary@adcoteschool.co.uk](mailto:schoolsecretary@adcoteschool.co.uk)

If in hard copy to be returned as follows:

Miss Edwina Brown, School Secretary, Adcote School for Girls, Little Ness, Shrewsbury,  
Shropshire SY4 2JY (Please mark your envelope PRIVATE & CONFIDENTIAL in the top left  
hand corner)



ADCOTE  
SCHOOL

**Interviewer's checklist:**

1. From 2010 it is a requirement that an interviewer trained in Safer Recruitment is involved in the selection process. This person emphasises the post holder's responsibility for promoting and safeguarding the welfare of children and includes questions in this area.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Person trained in Safer Recruitment)

2. Have you advised the candidate of the requirement for the School to undertake its own enhanced CRB check and the process for this? Periods abroad may require an additional overseas check to be undertaken by the School.
3. Have you seen original copies of relevant qualifications and taken verified copies of these? Please attach these to this form.
4. Have you taken a photocopy of the photo page of the passport (and visa page if applicable)? Please attach verified copy to this form.
5. Has the application form been fully completed and any gaps in career history checked for and reasons noted that they are satisfactory? Please indicate by stating 'gaps checked, date and initial' against employment history.

**Successful applicants are not able to start until all the necessary checks have been effectively carried out. These include receipt of references, medical fitness, proof of right to work in the UK, ID and relevant qualification certificates. In exceptional circumstances and with the Head's permission an individual may commence employment without a CRB certificate providing the application has been made and a list 99 check is undertaken. If applicable overseas checks will be sought.**

Signed:

Position:

Interviewers Comments (or attach separate sheet, if used) :



Appoint: YES/NO/HOLD

Position:

Proposed Start Date:

ADCOTE  
SCHOOL