



# SHAPWICK SCHOOL

Shapwick Manor, 21 Station Road, Shapwick, Somerset TA7 9NJ

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## APPLICATION FOR THE POST OF: .....

Please : Complete this form in black ink to facilitate photocopying and use block capitals, except in the personal statement section which should be in your own handwriting.  
Please return the completed form to the Administration Team at the above address.

### PERSONAL

Surname ..... Forename(s) .....

National Insurance No ..... Date of Birth [     /     /     ]

Home Address .....

Town ..... County ..... Postcode .....

Home Telephone Number .....

Mobile Telephone Number .....

Email Address .....

Male [ ] Female [ ]  Mr  Mrs  Miss  Ms  Other (Please tick as appropriate)

<p>DRIVING LICENCE : Full [     ] / Provisional [     ] (Please tick above, as appropriate)</p> <p>Valid from : [     /     /     ] / [     /     /     ]</p> <p>Summary of Entitlement .....</p> <p>Endorsements (if any) - (Please give details on a separate sheet)</p>
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## EDUCATION

### Secondary Education *(List all qualifications including grades, subjects and year attained)*

From	To	Secondary School/College	Subject	Examining Board (e.g. GCSE)	Level	Grade	Year Attained

### Higher Education *(Please state your results)*

First Degree (University/College) and Post-Graduate Qualification	Subject	From	To	Class awarded <i>(Please specify)</i>

## EMPLOYMENT RECORD

### Current or most recent employment (*if appropriate*)

Start Date	Finish Date
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Employer's name .....

Full Address .....

.....

Telephone No .....

Job Title	Salary
Responsibilities	
Reason you left or why you are thinking of leaving	

**PREVIOUS EMPLOYMENT**

*(Employment to date in chronological order, including any part time jobs)*

Start Date	Finish Date	Employer's name and address	Position held (State F/T or P/T)	Reason for leaving	Approx. Salary

**If there is a period of time unaccounted for please explain here:**

**RELEVANT PROFESSIONAL DEVELOPMENT  
(including Information and Computer Technology)**

Training attended	Relevant Certification Obtained (if any)

**REFERENCES**

**Please note that we always refer to present or last employers – If this is a member of your family, please give an alternative, professional referee**

**Please provide the names of two additional persons who are also able to comment on your suitability for this post – Please note they must NOT be members of your family**

Name .....	Name .....
Position .....	Position .....
Address .....	Address .....
.....	.....
Town/City .....	Town/City .....
County .....	County .....
Postcode .....	Postcode .....
Home Tel No .....	Home Tel No .....
Mobile Tel No .....	Mobile Tel No .....
Email address .....	Email address .....

**PERSONAL STATEMENT**

**Use this space to give any additional information**

**Please give details of those aspects of your experience and achievements resulting in knowledge and/or skills which are relevant to your application for this post**

A large empty rectangular box with a thin black border, intended for the applicant to provide their personal statement.

**DECLARATION**

BEFORE COMPLETING THIS SECTION, PLEASE READ THESE ADVISORY NOTES

**Rehabilitation of Offenders Act 1974-Convictions and ‘Spent’ Convictions of a Criminal Nature**

You will appreciate that we must be particularly careful to enquire into the character and background of the applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Due to the nature of the work for which you are applying, this post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. The fact that conviction(s) have been recorded against you will not necessarily debar you from consideration for this appointment.

**\* YOU MUST THEREFORE ANSWER THE QUESTION BELOW : “Have you ever been convicted of a criminal offence or been given an official written caution?”**

If the answer is “**YES**” you must give details of all convictions and written cautions. These details should be enclosed in a separate sealed letter marked “**CONFIDENTIAL**”. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. The object of this Notice is not, in any way, to reflect upon the applicant’s integrity but it is necessary to protect the public and the School. A Police Check on criminal background will be made in respect of successful candidates only prior to confirmation of appointment. A copy of this notice will be sent to your referees.

***Please note that the term ‘criminal offence’ above includes ANY driving offences (e.g. speeding), and also any drink driving offences.***

(a) **Have you ever been convicted of a criminal offence or been given an official caution? \***

Please tick the correct box                      **YES**                       **NO**

(b) If “**YES**”, please provide full details as requested in the Advisory Notes above, including date of conviction/caution, court, nature of offence and sentence imposed.

(c) If appointed, do you give consent to the information supplied in (a) and (b) above being verified by the Police?

Please tick the correct box                      **YES**                       **NO**

The level of disclosure required by us from the Criminal Records Bureau for successful candidates is an “**Enhanced Disclosure**”.

Failure to consent may prevent your application being considered further.

I declare that the information given on this form is to the best of my knowledge correct and complete.

Signature ..... Date .....

## MONITORING INFORMATION

Shapwick School intends no discrimination whether against or in favour of any applicant for employment. Recruitment procedures are therefore monitored to ensure that applicants are selected on the basis of their abilities relevant to the job.

The information requested below will be used for monitoring purposes only. Completion of this form will help Shapwick School ensure its policy and procedures are effective.

### 1. Ethnic Origin

I would describe my ethnic origin as :

<b>Ethnic Origin</b>	<b>Tick as appropriate</b>		<b>Ethnic Origin</b>	<b>Tick as appropriate</b>
White			Pakistani	
Black – Caribbean			Bangladeshi	
Black – African			Chinese	
Black – Other			Indian	
Any other group				

### 2. Gender

<b>Gender</b>	<b>Tick as appropriate</b>		<b>Gender</b>	<b>Tick as appropriate</b>
Male			Female	

### 3. Marital Status

<b>Marital Status</b>	<b>Tick as appropriate</b>		<b>Marital Status</b>	<b>Tick as appropriate</b>
Married			Not Married	
<b>Previous Surname :</b>				