



Ref No: _____

Queen Ethelburga's Collegiate
Thorpe Underwood Estate
Thorpe Underwood
York
YO26 9SS

Please complete the application form in full and return it, together with your curriculum vitae to:
HR Department, either by post at the above address, or by email to recruitment@qe.org.

Position Applied For:	
How did you hear about this role? E.g. Indeed	

SECTION 1 - PERSONAL INFORMATION:			
Forenames:		Surname:	
		Former Name/s (if applicable):	
National Insurance Number:		Marital Status:	
Address:		Telephone:	
Postcode:		Mobile:	
Email Address:		Do you have a driving licence and your own transport?	YES NO (Delete as applicable)

SECTION 2 - RIGHT TO WORK IN THE UK:	
Do you have the right to work in the UK? You will be required to provide original documentation as proof.	YES NO (Delete as applicable)
If no, please provide details:	



SECTION 3 - REFERENCES:

Please supply the names and contact details of two people who we may contact for references. One of these must be your current/most recent employer. If you have worked with children then the other reference, if it is not your current employment, must be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Please note that unless indicated, references will be sought before interview.

REFEREE 1		REFEREE 2	
Name:		Name:	
Position:		Position:	
Organisation:		Organisation:	
Address:		Address:	
Relationship to Applicant:		Relationship to Applicant:	
Telephone:		Telephone:	
Email Address:		Email Address:	
May we contact prior to interview?	YES NO (Delete as applicable)	May we contact prior to interview?	YES NO (Delete as applicable)



SECTION 4 - QUALIFICATIONS:

Educational Qualifications:

Please note that you may be asked to provide the original certificates to interview, if applicable.

Dates Attended:	Name of School/College/University (if not UK state country)	Examinations			
		Title of Qualification	Subject	Class/Grade	Date

OTHER VOCATIONAL QUALIFICATIONS, SKILLS, TRAINING, INTERESTS AND HOBBIES:

Please provide details of any vocational qualifications or skills that you possess or training that you have received that you consider to be relevant to the role for which you have applied:



SECTION 5 - CURRENT/MOST RECENT EMPLOYMENT INFORMATION:

Present Position:		Start Date:	
Notice Period:		Leaving Date (if applicable):	
Employer's Name and Address:			
Summary of Duties, Responsibilities and Experience:			



SECTION 6 - EMPLOYMENT HISTORY:

Please list chronologically from your most recent employment backwards and give reasons for any gaps in employment since leaving education, continue on a separate sheet if necessary:

Start Date:	Leaving Date:	Name and Address of Employer:	Position held with brief description of duties/responsibilities:	Reason for Leaving:

Have you ever been dismissed, or forced to resign from any previous employment?

YES NO
(Delete as applicable)

If yes, please give full details:



SECTION 7 - SUPPORTING STATEMENT:

Please give your reasons for applying for this post, saying why you believe you are suitable for the position. Study the Job Description and the Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability to undertake the duties of this post, continue on a separate sheet if necessary:

SECTION 8 - ASSOCIATION:

Are you related to, maintain a close relationship with, or know any existing employee, pupil or anybody else associated with the Collegiate and Thorpe Underwood Estate?

YES NO
(Delete as applicable)

If yes, please provide details:



SECTION 9 - SAFEGUARDING:

Any offer of employment is conditional upon receipt of a satisfactory Enhanced Disclosure from the DBS. IF you are successful in your application, you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Codes of Practice published by the Disclosure and Barring Service.

All posts applied for are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1997 (as amended in 2013) and, therefore, all convictions, cautions, reprimands, final warnings and bind overs (including those that would normally be considered “spent” under the Act) **must** be declared. If you have a criminal record, this will not automatically debar you from employment, each case will be assessed individually.

Have you been convicted by the courts of any criminal offence?	YES NO (delete as applicable)
Is there any relevant court action pending against you?	YES NO (delete as applicable)
Have you ever received a caution, reprimand, final warning or bind over from the police?	YES NO (delete as applicable)
Has the Secretary of State for Education or the Secretary of State for Health ever issued you with a personal warning or caused your name to be included on the Barred List (List 99) as unsuitable to work with children?	YES NO (delete as applicable)
<p>Consent to obtain e-Bulk standard/enhanced check electronic result</p> <p>I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.</p> <p>Please be aware: By providing a ‘Yes’ response within the ‘Declaration By Applicant’ field, detailed within the e-Bulk Business Message Specification document, you are confirming that the current declaration, the additional privacy policy declaration and electronic result (above) have been made by the applicant</p>	YES NO (delete as applicable)

If ‘YES’ to any of the above, please provide full details on a separate sheet and send this in a sealed envelope marked “CONFIDENTIAL” with your Application Form

SECTION 10 - HEALTH:

If your application is successful, you will be asked to complete a medical questionnaire for consideration by an appointed medical officer in order to satisfy the Education (Health Standards) (England) Regulations 2003. The Collegiate and Thorpe Underwood Estate will comply with its duties under the Disability Discrimination Act 2005.



SECTION 11 - DECLARATION:

It is our policy to employ people who best meet the requirements of our positions and to provide equality of opportunity for the advancement of employees, including promotion and training and not to discriminate against any person because of their age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. All new posts are subject to a probationary period.

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

- I confirm that the information given in this application is true and correct to the best of my knowledge and understand that on appointment any misleading statements or deliberate omissions may result in my application being rejected and will (if it comes to light after my appointment) be regarded as grounds for disciplinary action which may lead to summary dismissal.
- I confirm that I have not been disqualified from working with children, I am not named on the Children's Barred List or the Adults Barred List, or the Protection of Children's Act List and I am not subject to sanctions imposed by any regulatory body.
- I confirm that I do not live with anybody who has been disqualified to work with children.
- I confirm that there is nothing in place to prevent me from working with children.
- I consent to the information in this application, including any 'sensitive' information, being processed as may be necessary during the selection and recruitment process.

Signed:

Date: