



MILLFIELD

STRICTLY CONFIDENTIAL

APPLICATION FOR A TEMPORARY APPOINTMENT

Millfield recognises the benefits derived from investing in people. The School staffing process is governed by principles of non discrimination and is designed to achieve the best match between the individual’s knowledge and skills, experience and character, and the requirements of the vacant post.

The information requested on this application form is required to access your suitability for the job. In compliance with the Data Protection Act 1998 the information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, for the keeping of other employment records and inspection by governing bodies. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data. Unjustifiable discrimination based on gender, race, age, disability, religious or political beliefs, sexual orientation, or any other reason will form no part of the selection process.

Please complete this form in BLACK ink or typescript as it may be photocopied. If any sections are not applicable mark them N/A. Completed applications should be returned, either by post to Holly Angelinetta, Director of Enterprises, Millfield School, Street, Somerset, BA16 0YD or by email to recruitment@millfieldenterprises.com

Post applied for:		How did you hear about this vacancy? If from a person please give name:	
Title:	Surname:	All forenames:	
Permanent Address (inc. Post Code):		Maiden Name: Any other surname used? If so please give dates: From: To:	
Temporary Address (inc. Post Code):		Home phone number (inc STD code):	
Latest date we can contact you at this address:		Mobile phone number:	
Nationality:		N.I Number:	
		Date of Birth:	
		Place of Birth:	
Email (Please write clearly):			
Do you hold a first aid certificate? Yes/No If yes, valid until:		Do you hold a child safeguarding and protection certificate? Yes/No If yes, valid until:	
Please give details of your availability and any holiday you have booked including dates:			
Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed:		Teachers Only: Do you have a Dfes (Department for education and skills) number? Y / N If yes, please state:.....	

FULL EMPLOYMENT HISTORY (please place most recent first leaving nothing out)

In the education sector we have a responsibility to safeguard children and young adults in our care. Under current legislation we are therefore required to obtain full employment and education history including dates. Please state Names and addresses of employer; Job title; Duties and responsibilities; Dates employed from month / year to month/year; Reasons for leaving and leaving salary. **Please ensure that all gaps in your employment or education history since the age of 16 are explained. Please use a continuation sheet if necessary.**

Name and address of employer:		Duties and responsibilities:			
Job title:	From: (mm/yy)	To: (mm/yy)		Reason for leaving:	Salary:
Name and address of employer:		Duties and responsibilities:			
Job title:	From: (mm/yy)	To: (mm/yy)		Reason for leaving:	Salary:
Name and address of employer:		Duties and responsibilities:			
Job title:	From: (mm/yy)	To: (mm/yy)		Reason for leaving:	Salary:
Name and address of employer:		Duties and responsibilities:			
Job title:	From: (mm/yy)	To: (mm/yy)		Reason for leaving:	Salary:
Name and address of employer:		Duties and responsibilities:			
Job title:	From: (mm/yy)	To: (mm/yy)		Reason for leaving:	Salary:

EDUCATION HISTORY

Please give Education History from age 16 and provide most recent first; please note all qualifications stated on the application will be requested at interview.

Date		Educational Establishment	Details of Course/subjects	Qualification Achieved
From	To			

Original proof of degree, teaching, coaching, first aid and child protection qualifications declared will be required to be seen, as will proof of identity in the form of an original passport. These may be provided at a later stage.

DETAILS OF TRAINING COURSES ATTENDED

Date	Course attended	Course details	Qualification (if any)

If appointed, when could you start?

Do you hold a current driving licence?	Yes	No	Do you have any driving convictions?	Yes	No
Licence Number:			Year you obtained licence:		

EVIDENCE OF YOUR SUITABILITY FOR THE VACANCY

Please carefully read the further details for this vacancy (job vacancy page of website www.englishholidaycourses.com), you should then provide details of the relevant skills, abilities, experience, and knowledge which will enable you to carry out this role effectively. These may be gained from work experience (paid or unpaid), life, education, training and hobbies or interests.

REFEREES

Please give the names and contact details of two persons from whom confidential references may be obtained. **One of these must be your present or last employer; they should not be associated with the school or a family member.**

Please ensure that your referees are happy to supply a reference for you and the contact details are correct.

Referee 1, Last employer	Referee 2, character referee / previous employer
Name: Position: Capacity known: Address: Email: Tel:	Name: Position: Capacity known: Address: Email: Tel:
Please confirm if you are happy for us to contact your current employer prior to your interview Yes/ No	

Please note we will contact referees prior to commencement of employment and they will be asked specifically if there is any reason why you should not work with or have substantial access to anyone under 18 years of age.

Declaration

I declare, that to the best of my knowledge, the information given in this application form is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or my dismissal. I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. I also confirm I have read the Job Description/details, Application, Recruitment Guidelines and the Safeguarding Policy on the website.

Signed:

Date:

If you are sending this application to the School via email please note that in the absence of your signature, the emailing of this application constitutes your personal certification that the details are correct.

CRIMINAL RECORDS CHECK

This section needs to be completed but is not used as part of the short listing process. This section may be returned with the application form in a separate, sealed envelope marked CONFIDENTIAL.

If you are applying by email this section may be sent in a separate email with YOUR NAME and CRIMINAL RECORDS DECLARATION in the subject line to: recruitment@millfieldenterprises.com

Rehabilitation of Offenders Act 1974

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

In connection with any appointment within this school we need to ask the following questions:

1. Have you ever been issued with a personal warning or caused your name to be included on the Children's Barred list (List 99) which names those who may not be employed in schools? **Yes/No** (please delete as appropriate)
2. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **Yes*/No**
3. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **Yes*/No**

If yes please give details:

.....
** (Answering **yes** does not necessarily debar you from appointment. Please supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If **Yes**, you are required to give details as the post for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Disclosure and Barring Service check and references.*

I hereby certify that the entries on this form are complete and correct to the best of my knowledge. I understand that, should I have deliberately made a false statement on this form, my future employment could be jeopardised or even terminated.

I agree that if my application is successful a Disclosure and Barring check for criminal convictions/actions will be made.

Name: _____
(BLOCK CAPITALS PLEASE)

Signed: _____

Date: _____