



Please complete this Job Application form and return to the HR Department via email. Please send all completed application forms to recruitment@stratfordschool.co.uk

APPLICATION FOR POST OF

A. PERSONAL DETAILS

Surname:	Title:
Forename:	Previous Name(s):
Address:	Mobile Phone:
	Home Phone:
	Email:
Post Code:	National Insurance Number:

B. REFEREES

Please give details of two referees, one of whom should be your present/most recent employer.

Personal and open references are not usually accepted.

Referees are normally contacted prior to interview if you are short listed (in line with safer recruitment guidance).

☐ Current Employer ☐ Last Employer		☐ Previous Employer ☐ Personal Character Reference	
Name & Title	<i>If applying for a teaching role please list current Head.</i>	Name & Title	
Position		Position	
E-Mail		E-Mail	
Address		Address	
Post Code		Post Code	
Phone No.		Phone No.	
May this referee be contacted? <i>Under Data Protection laws please also confirm to your referees that you consent to them providing us with a reference if we request one.</i> ☐ Yes ☐ No		May this referee be contacted? <i>Under Data Protection laws please also confirm to your referees that you consent to them providing us with a reference if we request one.</i> ☐ Yes ☐ No	

C. PRESENT POSITION

Please give details of your CURRENT post.			
Current Employer:	Job Title & Main Duties / Responsibilities:	Salary:	Grade & Allowances: (Teachers)
Address:		☐ Full-time ☐ Part-time	
			Date Appointed:

D. PREVIOUS EXPERIENCE

Please complete in reverse chronological order (i.e. your most recent job first).				
Please give explanations/reasons for any gaps in employment and include any unwaged or voluntary work.				
Employer	Job Title and Main Duties <i>Please state Full/Part Time</i>	Salary	Dates	Reason for Leaving

Safer recruitment is very important to us.

Please check that you have not left any unexplained gaps in your employment history since leaving school.

Other relevant experience	Dates

E. QUALIFICATIONS AND EDUCATION

Please give details of all nationally recognised qualifications.					
Year	Qualification	Subjects	Grade/Level	School/College/University	Full/Part Time

For Teaching posts please complete this section.	
Do you have DfE qualified teacher status (QTS)?	☐ Yes ☐ No
Please state DfE Teacher Reference Number:	

F. OTHER TRAINING

Please give details of training you have completed which is relevant to this post			
Training/Course Title	Organising Body	Duration	Year/Month Completed

G. ADDITIONAL INFORMATION

How would you apply your qualifications, experience and personal attributes to Stratford upon Avon School?

Tell us about your personal interests – what sort of person are you?

H. FURTHER INFORMATION

Where did you see the advertisement for this post?

Please give details of any relationship to a Governor, or employee of Stratford upon Avon School.

I. CRIMINAL RECORDS

All posts within Stratford School are exempt from the Rehabilitation of Offenders Act 1974 as they involve regulated activity with children and requires an Enhanced DBS check. It is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

J. DECLARATION

I confirm that:

- ☐ In accordance with the General Data Protection Regulations 2018, it is agreed that Stratford upon Avon School may hold and use personal information about me for personnel reasons including analysis for management purposes and statutory returns.
- ☐ I have read Stratford upon Avon School's Child Protection Policy
- ☐ I understand that the verbal offer of employment would be subject to Disclosure Barring Scheme process and check of the Barred list, satisfactory references and medical clearance.
- ☐ I confirm that the information in this application and any attachments is factually correct and complete and I understand that the inclusion of any false information may, in the event of employment, result in dismissal or disciplinary action.
- ☐ I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed _____

Date: _____

EQUALITY DETAILS FORM

Stratford upon Avon School is committed to equalities and diversity and operates a policy that aims to ensure that unfair discrimination does not take place. The information requested is used by the organisation to ensure compliance with equality and diversity targets in line with the Equalities Act 2010. Please complete this form and return it with your application form. Data gathered from the Equality Details form will be held in a secure and restricted area.

Personal Details

Post applied for		
Forename(s)	Surname(s)	Title (e.g. Mr, Mrs)

Age Range

☐ 16-17	☐ 18-24	☐ 25-29	☐ 30-39	☐ 40-49	☐ 50-59	☐ 60-64	☐ 65+
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Gender

☐ Male	☐ Female	☐ Other
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Sexual Orientation

☐ Heterosexual/Straight	☐ Gay / Lesbian	☐ Bisexual	☐ Prefer not to say
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Ethnic Origin

A	White	☐ British A1	☐ Irish A2	☐ Any other White background* A3
B	Mixed	☐ White & Black Caribbean B1	☐ White & Black African B2	
		☐ White & Asian B3	☐ Any other Mixed background* B4	
C	Asian or Asian British	☐ Indian C1	☐ Pakistani C2	☐ Bangladeshi C3
		☐ Chinese E4	☐ Any other Asian background* C4	
D	Black or Black British	☐ Caribbean D1	☐ African D2	☐ Any other Black background* D3
E	Other Ethnic Groups	☐ Gypsy or Traveller E5	☐ Any other ethnic group* E2	☐ Prefer not to say
* Please specify here:				

Religion and Beliefs

Please select one religion or belief that is most suitable.

☐ Buddhist	☐ Christian	☐ Hindu	☐ Jewish	☐ Muslim	☐ Sikh
☐ No Religion	☐ Prefer not to say	☐ Other: _____			

Disability

The Disability Discrimination Act (1995) defines a disabled person as someone with a 'physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Taking this into account, do you consider yourself to have a disability?		☐ Yes	☐ No
If you have answered yes, please indicate the type(s) of impairment which applies to you.			
☐ Hearing Impairment ☐ Learning Difficulties ☐ Learning Disability ☐ Long standing illness or heart condition ☐ Mental Health Condition ☐ Mental Illness ☐ Mobility Impairment ☐ Prefer not to say		☐ Neurological Condition ☐ Physical Coordination Difficulties ☐ Physical Impairment ☐ Reduced Physical Capacity ☐ Sensory Impairment ☐ Speech Impairment ☐ Visual Impairment (not corrected by spectacles) ☐ Other _____	

Please note: if you have a disability that may have an effect upon your work, your health & safety at work or the health & safety of others, you must make the organisation aware of this. This is so that any appropriate measures can be identified that would ensure the health & safety of you, your work colleagues, students or members of the public while you are at work.