1. **Job Details**

|  |  |
| --- | --- |
| Position Applied For |  |
| Where did you see this post advertised? |  |
| ***Refer-a-friend scheme:*** Name of College employee who suggested you apply |  |

1. **Personal Details**

|  |  |
| --- | --- |
| Preferred Title (Mr/Mrs/Ms/Miss/Dr)  |  |
| Surname |  |
| Forename(s) |  |
| Previous Surnames |  |
| Address (including postcode) |  |
| How long have you lived here? |  |
| Previous Address(if less than five years please provide all previous addresses for past 5 years and dates – use separate sheet if necessary) |  |
| Home Telephone Number |  |
| Work Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| National Insurance Number |  |
| Do you have Qualified Teacher Status | Yes / No / Not Applicable |
| DfE Reference Number, if known |  |
| Are you related to an employee of Cheltenham College or a member of Council. | Yes / No (if yes, please give the name) |

1. **References**

|  |
| --- |
| Please provide at least two professional referees. One referee must be your current or most recent school/employer **and for teaching roles, one referee should always be the Head.**If you have no previous work history, please think about School or University tutors or work experience placements. If you are providing character references, these should not be family members  |
| Referee 1: (Current employer) | Referee 2.  |
| Name: | Name: |
| Position: | Position: |
| Address (including postcode) | Address (including postcode) |
| Telephone number: | Telephone number: |
| Email address (required): | Email address (required): |
| In what capacity do you know the referee? | In what capacity do you know the referee? |
| Can we approach this referee prior to interview? Yes / No (please delete as appropriate) | Can we approach this referee prior to interview? Yes / No (please delete as appropriate) |

1. **Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Establishment or Provider | From  | To | Subjects, Qualifications, Grades, Honours |
| Secondary School(s)  |  |  |  |
| Higher Education/University  |  |  |  |
| Further postgraduate or professional qualifications  |  |  |  |
| Other relevant training |  |  |  |

1. **Employment History**

**Current or Most Recent Role**

|  |  |
| --- | --- |
| Your job title |  |
| Name and address of employer |  |
| Date started |  |
| Date left (if applicable) |  |
| Key responsibilities |  |
| Salary |  |
| Allowances |  |
| Notice period |  |
| Reason for leaving |  |

**Previous Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Role | From | To | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Gaps in Employment**

|  |
| --- |
| Please let us know about any gaps in your education and employment history |
|  |

1. **Supporting Statement**

|  |
| --- |
| Please let us know why you are applying for this role and how your skills and experience meet the criteria set out in the job description. *(Alternatively, you may provide this information in your covering letter).* |
|  |

1. **Interests and Hobbies**

|  |
| --- |
| Please include details of your interests |
|  |

1. **Data Protection**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties. Our Privacy Notice may be found on the Cheltenham College Vacancies webpages.

By signing the application form, you consent to the processing of sensitive personal data.

1. **Safeguarding the Children in our Care**

Safeguarding the children in our care is the most important thing we do as a school community.

Shortlisted candidates will be asked to complete a self-declaration form in regard to their criminal record and/or other information relating to their suitability to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK

1. **Equal Opportunities Information**

We are committed to building an inclusive community where people of all backgrounds and abilities are able to thrive. To help us in this please complete the separate monitoring form. This information will not be shared with the shortlisting panel.

1. **Signature**

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signed: Date: