

**PRIVATE AND CONFIDENTIAL**



**FINBOROUGH SCHOOL**  
**APPLICATION FORM**

Post applied for:.....

FAO: Alex Beek  
Finborough School  
The Hall  
Great Finborough  
Stowmarket  
Suffolk  
IP14 3EF

Email: [abeek@finboroughschool.co.uk](mailto:abeek@finboroughschool.co.uk)

### **IMPORTANT INFORMATION**

The information provided by you in your application for this vacancy will be treated as confidential. Your application form may be copied for use during the recruitment process.

Further information provided by you will be used to determine your suitability for a position and, if applicable, in determining terms of employment or engagement. It may also be used to monitor recruitment initiatives. If your application progresses further, details may be disclosed to third parties (such as educational institutions, past and present employers, credit reference agencies, etc.) for reasons such as the verification of, or obtaining extra, information. If your application is unsuccessful, we may retain any information as required by law or, at our discretion, for up to six months following our final communication with you, unless you tell us otherwise.

Finborough School is committed to the safeguarding of children, and child protection screening will apply to this post. Some of the information that we request in this form is for this purpose.

By signing and returning this application form, you consent to us using and keeping the information provided by you as outlined above, carrying out any reference, criminal record, or child protection checks as may be appropriate in the circumstances.

Finborough School is committed to the safeguarding of children, and child protection screening will apply to this post. Some of the information that we request in this form is for this purpose.

The appointment for which you are applying involves access to children or the opportunity to have contact with children and is an excepted occupation for the purposes of the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check and Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not automatically prevent you from being appointed unless the school considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of an enhanced DBS check with Children's Barred List check being sought, this information should be sent under confidential cover to the person to whom you are making your application. We will not view this information unless you have been shortlisted for interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted for interview, the unopened information will be destroyed securely.

If you are currently working or have previously worked with children in an educational environment, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be "time expired", and whether you have been the subject of any child protection concerns.

Providing false information could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

## **PERSONAL DETAILS**

Full Name (highlighting the name by which you like to be known):

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Previous surnames (i.e. maiden name): \_\_\_\_\_

Current Address (including postcode): \_\_\_\_\_

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Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_ Nationality: \_\_\_\_\_

NI Number: \_\_\_\_\_ DfES reference number: \_\_\_\_\_

Do you have Qualified Teacher Status?	YES	NO
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Do you require a visa to work in the UK?	YES	NO
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If yes, do you have a current valid visa?	YES	NO
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Please provide further details if necessary: \_\_\_\_\_

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Have you lived and/or worked overseas for more than 3 months?	YES	NO
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Please provide further details if necessary: \_\_\_\_\_

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Have you had a DBS check within the last 12 months?	YES	NO
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**PREVIOUS EMPLOYMENT**

Please list in reverse order

From	To	Employer	Position held	Areas of responsibility	Reason for leaving

**SPECIALIST AREAS OF TEACHING**

Please give information around our specialist teaching subjects:

**OTHER INTERESTS**

Please give details of any extra curricular activities you are involved in outside of school:

### EXISTING CONTACTS WITHIN THE SCHOOL

Please indicate if you have any existing contacts at the school, including parents, pupils or members of staff:

## PROFESSIONAL QUALIFICATIONS

Please list your professional qualifications

[illegible]

**What are your 3 key personal attributes?**

**Why do you teach?**

**Why have you applied for this position?**

## **REFEREES**

Please provide three references as the School will need to contact previous employers as part of the verification process. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, please provide details of the most recent employment working with children. The School will contact previous employers "in writing" to obtain written references, which may be verified by a follow-up telephone call. Referees will not be contacted without prior notification.

	First referee	Second referee	Third Referee
Name			
Address			
Tel No.			
Email Address:			
Relationship To the referee			

## **DECLARATION**

I declare that all the information I have provided is true and accurate. I understand that providing information that is not true or omitting information relevant to the application will disqualify me and that if such a failure/untrue information is discovered after appointment I may be liable to dismissal without notice.

I declare that I am not barred from activity relating to children, or (if a teacher) subject to sanctions imposed by a regulatory body e.g. The Teaching Agency. I either have no convictions, cautions, or bind-overs that may have an impact on my suitability to work in an educational environment, or have attached details in a sealed envelope marked confidential.

Signed..... Dated.....