

**APPLICATION FORM**

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| **Position applied for:** |  |

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| **Section 1: Personal details** | | |
| Title *(optional)*:  Dr/Mr/Mrs/Miss/Ms | Forename: | Surname: |
| Address: | | Former name: |
| Preferred name: |
| Teacher Registration Number (if applicable): |
| Do you have Qualified Teacher Status? |
| Telephone number(s):  Home:  Work:  Mobile:  Email address (1):  Email address (2): | | Do you have the right to work in the UK?  Yes □ No □  If yes, please confirm if there are any current restrictions on your stay or Right to Work in the UK: |
| Are you related to or do you know an existing employee or Governor of Cheadle Hulme School. If so please provide details below: | | |

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| **Section 2: Education**  Please start with most recent | | | | | | | |
| **Name of  School/College/University** | **Dates of attendance** | | | **Examinations** | | | |
|  |  | | | Subject | Result | Date | Awarding body |
|  | From: dd / mm / yy | | |  |  |  |  |
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| To: dd / mm / yy | | |  |  |  |  |
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| **Section 3: Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |



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| **Section 4: Employment** | | | | | | |
| Current / most recent employer: |  | | | | | |
| Current / most recent employer's address: | | | | | | |
| Current / most recent job title: |  | | | | | |
| Date started: | Date employment ended (if applicable): | | Current salary / salary on leaving: | | | |
| Do you / did you receive any employee benefits? | | Yes | | ☐ | No | ☐ |
| If yes, please provide details of these: | | | | | | |
| Your salary expectations for the role you are applying for (*optional)*: | | | | | | |
| Main responsibilities in your current/most recent employment: | | | | | | |
| Please state if you are able to teach a second subject and to what level (teaching staff only): | | | | | | |
| Current school involvement in co-curricular activities and/or sports, and please state what co-curricular contributions you can offer CHS (teaching staff only): | | | | | | |
| Reason for seeking other employment: | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | |

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| **Section 5: Previous employment and / or activities since leaving secondary education**  Please continue on a separate sheet if necessary | | | | | |
| **Dates** | | | **Name and address of employer** | **Position held and / or duties** | **Reason for leaving** |
| From: dd / mm / yy | | |  |  |  |
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| To: dd / mm / yy | | |
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| **Section 6: Gaps in your employment**  If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. | | | | | |
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| **Section 7: Further details in support of your Job Application**  Please describe below in your own words how your skills, knowledge and experience meet the criteria for the post. Short-listing for interview will be based entirely on the post specification, and therefore you are advised to complete this section as fully as possible (font size 10, one page only). |



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| **Section 8: References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | | | | | | |
| **Referee 1** | | | | **Referee 2** | | | |
| Name: | | | | Name: | | | |
| Occupation: | | | | Occupation: | | | |
| Organisation: | | | | Organisation: | | | |
| Address: | | | | Address: | | | |
| Telephone number: | | | | Telephone number: | | | |
| Email address (must be provided): | | | | Email address (must be provided): | | | |
| Please state in what capacity you know this referee  (ie current employer/colleague/other): | | | | Please state in what capacity you know this referee (ie current employer/colleague/other): | | | |
| Number of years known to you: | | | | Number of years known to you: | | | |
| May we contact prior to Interview? | | | | May we contact prior to interview? | | | |
| Yes | ☐ | No | ☐ | Yes | ☐ | No | ☐ |

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| **Section 9: Recruitment** |
| It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Are there any adjustments that may be required by the School to enable you to undertake the role?  If so, please provide details:  A copy of the School's Safeguarding & Child Protection Policy is available for download from the School's website [www.cheadlehulmeschool.co.uk](http://www.cheadlehulmeschool.co.uk) . Please take the time to read it.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personal file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |

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| **Section 10: Criminal record** |
| If you have a criminal record this will not automatically debar you from employment at Cheadle Hulme School.  Instead, each case will be assessed according to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.  Certain spent convictions and cautions are “protected” and are not subject to disclosure to employers. The School will therefore not take into account “protected” convictions as detailed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020; and the Police Act 1997 (Criminal Record Certificates: Relevant Matters (Amendment) (England and Wales) Order 2020. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website: <https://www.gov.uk/government/publications/dbs-filtering-guidance>  Please note, if you are shortlisted for interview you will be asked to complete a separate Offences Disclosure form.  Any offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), which the School considers to be satisfactory.  In respect of all positions at the School which amount to regulated activity (regular, unsupervised work in School with the opportunity for contact with children), the School will apply for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List).  If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.  It is unlawful for the School to employ anyone who is barred from working with children.  It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. |

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| **Section 11: Declaration** | | |
| * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.** * **I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.** * **I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.** * **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** * **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.** * **I consent to the School making direct contact with the people specified as my referees to verify the reference.** * **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.**   **Please note that once signed, this document forms the basis of the Contract of Employment.** | | |
| **Signed:** |  |  |
| **Date:** |  |  |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 11. | | |

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| We are interested to know how people find out about vacancies in the School. Please confirm how you became aware of this vacancy: |

Please email this Application Form to: [**humanresources@chschool.co.uk**](mailto:humanresources@chschool.co.uk)

*Registered Charity Number 1077017 for the education of children*

*Cheadle Hulme School is an equal opportunities employer and values a diverse workforce; we welcome applications from all sections of the community.*

The information you provide to us throughout the recruitment process is required for selection and employment purposes.  For further information regarding the use of your personal information, please visit: [www.cheadlehulmeschool.co.uk/privacy](http://www.cheadlehulmeschool.co.uk/privacy)