



## Stowe School

### APPLICATION FOR EMPLOYMENT Non-Teaching Staff

Please read the explanatory notes and guidance for completing the application for employment and the process which the School will undertake when validating your application.

**(PLEASE WRITE CLEARLY)**

To complete on screen click on the grey box and type in the required information; alternatively you can tab to the next box in the sequence.

Application for the post of:	
<b>Section 1. Personal Details</b>	
Title: <i>(Dr/Mr/Mrs/Miss/Ms)</i>	Former Name: <i>(e.g. maiden or previous name(s) used)</i>
Surname:	
First Names:	Middle Name(s):
Current Home Address:	Previous Home Address: <i>(if resident at current address for less than five years)</i>
Email Address:	NI No:
Telephone No: <i>(home)</i>	Telephone No: <i>(work)</i>
Preferred Daytime Contact No:	Fax No: <i>(home/work)</i>
Have you worked or lived overseas in the past five years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you legally entitled to work in the UK? If applicable, work permit number and date of expiry	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a current driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Where did you see this vacancy advertised or how did you hear about it?	
On what date would you be able to commence work for us?	
If offered this position do you intend to continue working in any other capacity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
What is your current salary?	
Do you know any current employees or Governors at Stowe School and, if so, how do you know them?	

## Section 2. Education and Qualifications

*Please supply a full history in chronological order (with start and end dates, month and year) of all education and qualifications from secondary education to present. You may be asked to provide proof of any qualifications gained.*

Schools	From	To	Examinations and Results
	Month/Year	Month/Year	
Colleges/Universities	From	To	Courses and Results
	Month/Year	Month/Year	
Other Education/Formal Training	From	To	Courses and Results
	Month/Year	Month/Year	

## Section 3. Other Relevant Training

Professional Memberships, Qualifications and Courses Attended:

## Section 4. Other Relevant Experience

*Please give details of skills and experience you have gained, giving particular attention to any that you feel may be relevant to the particular position. Please also include any further comments you wish to add in support of this application.*

## Section 5. Personal Interests

Interests and Hobbies:

## Section 6. Employment History

*Please supply a full history in chronological order (with start and end dates, month and year) of all employment and self-employment since leaving secondary education.*

Name and address of employer:          Telephone: Type of business:	From Month/Year	To Month/Year	Job title: Describe the work you did:      Reason for leaving: Salary:
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## Section 7. Gaps in Employment History

*If there are any gaps in your employment history since leaving full-time education (e.g. raising children, gap year, unemployment, voluntary/unpaid work, study), please provide details including dates.*

Start Date Month/Year	Finish Date Month Year	Reason

## Section 8. Referees

Please give details of **TWO** referees, one of whom should be your current or most recent employer. If you are not currently working with children but have done so in the past, an additional reference must be provided from the employer for whom you worked most recently with children.

References will not be accepted from relatives or those writing solely in the capacity of friends.

If you do not wish us to contact your referees prior to interview please tick the box

1. Name:  Address:    Telephone:  Fax:	Occupation:    Email:
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2. Name:  Address:    Telephone:  Fax:	Occupation:    Email:
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## Section 9. Background Information

If you have a criminal record this will not automatically debar you from employment; each case will be fairly and objectively assessed by the School in relation to the nature of the employment applied for, and the nature of the offence concerned. Please note that any employer being contacted for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the DfE, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome.

Do you have any **spent** or **unspent** convictions, cautions, reprimands or warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013?) YES  NO

Is there any relevant court action pending against you? YES  NO

Do you have any endorsements on your driving licence? YES  NO

If **YES** to any of the above, please give details below (and continue on an additional sheet if necessary):

**If answering "Yes" to any of the questions please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form.**

## Section 10. Declaration

- I declare that the information given in this Application Form is true and correct, to the best of my knowledge.
- 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 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 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 understand that if my application is successful the information provided in this form (together with any attachments) will be retained on my personal file; if my application is unsuccessful, all documentation relating to my application will be confidentially destroyed after 6 months.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Any further particulars which the applicant wishes to give in support of this application should be submitted on a separate sheet(s).

Any job offer will be conditional upon satisfactory references; a Criminal Record check (DBS) and a satisfactory medical.

Please return this application form to: **The HR Department, Stowe School, Stowe, Buckingham, MK18 5EH** or email [hr@stowe.co.uk](mailto:hr@stowe.co.uk)

# **Application and Recruitment Process**

## **Explanatory Notes and Guidance**

### **Application Form**

1. Candidates should complete the application form in full. A copy of your CV may also accompany the completed application form.
2. Please ensure to advise the school should you require any reasonable adjustments required for interview.
3. Candidates should be aware that all posts in the School/Stowe House Preservation Trust involve responsibility for the safeguarding of children, although the extent of that responsibility will vary according to the nature of the post. Please refer to the job description for the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as minor or 'spent' must be declared.
4. The successful applicant will be required to complete an Application through CareCheck, for an enhanced level Disclosure and Barring Service check.
5. Stowe School use the Disclosure and Barring Service for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. Disclosure of a criminal record by the Disclosure and Barring Service will not result in automatic disqualification for this position. Stowe House Preservation Trust is willing to consider persons with a criminal record on their merit, subject to its overriding obligations to protect the children in its charge.
6. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will also be asked about these issues.
7. Where neither your current or previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may where appropriate answer 'not applicable' if your duties have not brought you into contact with children or young persons.
8. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

### **Retention of Records**

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer (e.g. so that the School may consider reasonable adjustments, if an employee suffers from a disability or to assist with any other workplace issue). This document (with the exception of DBS information) will be retained by the School for the duration of the successful applicant's employment with the School. After employment ends it will be retained in accordance with the School's retention guidelines. If the application is unsuccessful, all documentation relating to the application will (in accordance with confidentiality) normally be destroyed after six months.