

**RECRUITMENT APPLICATION FORM**

At Mill House School the safety and wellbeing of all our students and staff is paramount. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils providing a safe and welcoming environment where young people are respected and valued. We expect all staff and volunteers to share this commitment. Our Child Protection & Safeguarding Policy can be found at:[**Mill House School - Child protection and Safeguarding Policy**](https://www.millhouseschool.co.uk/wp-content/uploads/2024/02/Child-Protection-and-Safeguarding-policy-Dec-2023.pdf)**.**

It is an offence to apply for a role involving regulated activity with children if the applicant is barred from this type of activity. The successful candidate will be subject to all necessary pre-employment checks, including enhanced DBS, prohibition check, online screening check, qualifications (where applicable), medical fitness, identity and right to work. Mill House School will only submit an application to the relevant disclosure service when the successful applicant has accepted the conditional offer. You are directed to the Revised Code of Practice for Disclosure and Barring Service Registered Persons:[**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/474742/Code\_of\_Practice\_for\_Disclosure\_and\_Barring\_Service\_Nov\_15.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)**.**

**Mill House School is an equal opportunities employer.**

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| **Vacancy Details** | **Position Applied For:** | **Closing Date :** |

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| **Section 1 - Personal Details** |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Preferred Forename** *(if different from above)* |  |
| **Date of Birth (dd/mm/yyyy)** |  |
| **Permanent Home Address** |  |
| **Address for Correspondence** *(if different from above)* |  |
| **Daytime Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Email Address** |  |
| **National Insurance Number** |  |
| **Do you have any restrictions on being a resident or being employed in the UK?** | **If yes, please give details** |
| **Have you lived outside the UK for more than three months during Last 5 years?**(information required under safer recruitment guidelines) | **If yes, please provide details** |

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| **Teaching Information *(To be completed for teaching positions only)*** |
| **Teacher Reference Number**  |  |
| **Date qualified as a teacher** |  |
| **Type of teacher training undertaken** *(e.g. PGCE, SCITT)* |  |
| **Subjects qualified to teach** | 1st  | 2nd  |
| **Do you have QTS?** |  |
| **Have you successfully completed:** | **Your probationary/induction year?** |  |
| **QTS professional skills tests?** |  |
| **Are you registered with the GTC?** |  |

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| **Section 2 - Education up to and including A Level (chronological order – earliest first)** |
| **Date From****MM/YY** | **Date To****MM/YY** | **Name of School/College** | **Qualification Level (e.g. GCSE, A Level)** | **Subjects** | **Grades** | **Date Gained****MM/YY** |
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| **Section 3 - Further Education Details including Teacher Training (chronological order – earliest first)** |
| **Date From****MM/YY** | **Date To****MM/YY** | **Name of Institution** | **Qualification Level (e.g. BA(Hons)** | **Subject(s)** | **Class/Division Obtained** | **Date Gained****MM/YY** |
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***If you are invited to interview, you will be asked to bring your original certificates with you.***

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| **Section 4 - Present or Most Recent Employment** |
| *(Include details of teaching practice if newly qualified. If you have recently left school, college or training and have not yet had a job please give details of any other employment you have had such as work experience, holiday work or voluntary activities.)* |
| **Date From****MM/YY** | **Date To****MM/YY** | **Employer’s Name and Address** | **Position Held** | **Salary** | **Reason for Leaving and Notice Period** |
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| **Current Duties and Responsibilities** |  |

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| **Section 5 – Employment since 18th birthday**  |
| It is essential to include details of ALL employment.Please list in chronological order, most recent first, please include voluntary work, full and part-time work and any other relevant activities. |
| **Date From****MM/YY** | **Date To****MM/YY** | **Employer’s Name and Address** | **Position Held** | **Salary** | **Responsibilities** | **Reason for Leaving** |
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| **Section 6 –** Have you had any gaps not detailed in section 5?   If yes, please give further details below. Please include time off to work to raise a family or for caring responsibilities, extended travel abroad or time unemployed. |
| **Date From****MM/YY** | **Date To****MM/YY** | **Reason for gap**  |
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| **Section 7** - **Training***(List all relevant training and courses attended)* |
| **Date From****MM/YY** | **Date To****MM/YY** | **Organising Body** | **Course Title** | **Award (if any)** |
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| **Section 8 - Additional Information** |
| **Dates not available for interview:** |  |
| **Do you wish to job share?** |  |
| ***As part of our Equal Opportunities policy, all of our vacancies are considered for job sharing upon request*** |
| **Are you related to/ have a close relationship with any member of Mill House School?** |  | **If yes, please state name, position, and relationship:** |  |
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| ***Please note that canvassing any employee of Mill House School will disqualify a candidate for appointment.*** |

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| **Relevant Skills and Experience Support of Your Application:** Please demonstrate here how you meet the criteria within the job description and person specification, giving specific examples to support your answer. This statement will be used to assess whether you will be invited to interview. |
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| **Section 9 – References** |
| *Please provide details of at least two referees covering a minimum 5-year employment period, including your current or* *most recent employer. School based referees* must *be obtained from the headteacher in accordance with Safer Recruitment guidelines****.****If your employment history is less than 5 years, you may provide details of other professional/academic referees. College/school leavers should give details of their principal/head teacher as their first referee – we do not accept character references.* |
| **Referee 1** | **Referee 2** |
| **Name** |  | **Name** |  |
| **Job Title of Referee** |  | **Job Title of Referee** |  |
| **Address** |  | **Address** |  |
| **Telephone Number** |  | **Telephone Number** |  |
| **Email Address** |  | **Email Address** |  |
| **Capacity in which you are known to the Referee:** |  | **Capacity in which you are known to the Referee:** |  |
| ***NB: Please be aware that, in line with safeguarding and safer recruitment best practice, it is our standard practice to seek references if you have been shortlisted. If you do not want us to take references prior to being interviewed, then please detail your reason below:*** |
| **Section 10 – Suitability to Work in Posts Requiring a Disclosure and Barring Service Check***Please note that this post involves working with children or vulnerable adults. Appointment will therefore be subject to a satisfactory Disclosure and Barring Service (DBS) clearance.*Details of positions requiring a DBS certificate can be found here: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance> For information regarding filtering of convictions please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates). |
| **Are you on the DBS Update Service? Yes** ☐  **No** ☐ |
| **Please disclose below any convictions, warnings, reprimands, cautions or other orders including “spent convictions”, that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (Amendment) (England and Wales) Order 2013. Failure to do so is likely to result in dismissal should it later be discovered. Any information given in this application or on interview will be treated entirely as confidential and will be considered only in relation to this application.** |
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| **You must also disclose details of any current sanctions imposed by a regulatory body, e.g. the General Teaching Council. If you have any such sanctions, please provide details below:** |
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| **Have you ever been subject to any disciplinary action in your current or previous positions or had any allegations made against you? If you answer yes, this will be discussed further with you should you be selected for interview.****Yes** ☐  **No** ☐ |

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| **Section 11 - Declaration** |
| I hereby certify that:* All the information given in this form is true and correct to the best of my knowledge and belief
* I have not withheld any relevant information
* I am in possession of the certificates I claim to hold
* I understand that providing misleading or false information, or have omitted information, will disqualify me from appointment or may lead to my dismissal, if discovered after appointment
* My name has not been placed on any list which disqualifies me from working with children
* I consent to the information contained in this form, and any other information received by or on behalf of Mill House School relating to my application, being processed by Mill House School in administering the recruitment process.

*(If you submit this form electronically you will be required to sign this declaration if invited to attend interview)* |
| **Signed:** |  |
| **Dated:** |  |