



Crosfields School

Shinfield Road, Reading, Berkshire, RG2 9BL

Tel: (0118) 986 2535

e-mail: bursar@crosfields.com

www.crosfields.com

APPLICATION FOR EMPLOYMENT CONFIDENTIAL

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

APPLICATION FORM

Position applied for:

SECTION 1 - PERSONAL DETAILS

Title:	Forename(s):	Surname:
Address: Postcode: DfE Number:	Former names:	
	Preferred name:	
	National Insurance Number:	
	Are you currently eligible for employment in the UK? Yes ☐ No ☐ Please provide details:	
Telephone Number(s): Home: Work: Mobile:	Email address:	
Are you related to or do you maintain a close relationship with an existing pupil, employee, volunteer, Governor or Trustee of Crosfields School? Yes ☐ No ☐ If yes, please provide details.		
FOR OFFICE USE ONLY		
Date application received:		Date
acknowledged:		
Selected for interview: Yes / No		Date letter sent sent:
References requested: ① ②		References received: ① ②
Date offer letter sent:		Date acceptance received:

SECTION 2 – EDUCATION

Please start with the most recent

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

SECTION 3 – OTHER VOCATIONAL QUALIFICATIONS, SKILLS & TRAINING

(Please include dates)

SECTION 4 – CURRENT/MOST RECENT EMPLOYER

Name :		Address:	
Job Title:		Date Started:	
Brief description of responsibilities:		Date employment ended (if applicable):	
Please state when you would be able to take up employment if offered:		Current salary/ salary on leaving:	
Reason for seeking other employment:			

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

SECTION 6 – CRIMINAL RECORD

An offer of employment is conditional upon the School receiving a satisfactory Enhanced Disclosure from the CRB. If you are successful in your application you will be required to complete a Criminal Records Bureau disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence? Yes ☐ No ☐

Is there any relevant court action pending against you? Yes ☐ No ☐

Have you ever received a caution, reprimand or final warning from the police? Yes ☐ No ☐

If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form.

SECTION 7 – REFERENCES

Please supply the names and contact details of at least three people who we may contact for references. *One of these must be your current or most recent employer and one a character referee. Referees should not be a relative or someone known to you solely as a friend.* The School intends to take up references from all shortlisted candidates and any offer of employment will be conditional upon the School receiving satisfactory references.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone No:	Telephone No:
Email address:	Email address:
May we contact prior to interview? Yes ☐ No ☐	May we contact prior to interview? Yes ☐ No ☐

SECTION 8 – HEALTH

In accordance with the guidance published by the DfE any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness to carry out functions that are essential to the role in accordance with the requirements of the Equality Act 2010. Therefore, if your application is successful, you will be required to complete an appropriate medical questionnaire the responses to which will be assessed by the School’s medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School’s medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

SECTION 9 – RECRUITMENT

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of staff including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, gender reassignment, marital or civil partnership status, religion or belief, disability or age. All new posts within the School 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.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes ☐ No ☐

When attending Crosfields for interview all job applicants must bring with them the following **original** documents:

- **Proof of identity** (photo-identification): One document from the Group 1 list on the attached sheet;
- **Proof of current address**: One document from either the Group 1 or Group 2 list on the attached sheet;
- **Proof of qualifications**: Original qualification certificates, such as: degree, or other higher level qualifications.

These documents will be checked and photocopied and will form part of the applicants interview pack. (These copied documents will be destroyed subsequently for unsuccessful applicants).

SECTION 10 – 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 List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am legally living in the UK and that I have permission to work up to the number of hours which this appointment requires.
- 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 agree to cooperate with any request by the School to attend a medical assessment.
- 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 in accordance with the Data Protection Act 1998 and that this may involve making such information available to third parties in order for the School to comply with its legal and/or contractual obligations.

Signature: _____
(If sending via email please type your name)

Date: _____