



STRICTLY CONFIDENTIAL – APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: HEAD OF WINDERMERE SCHOOL	
SURNAME	FULL FORENAMES (please underline the name by which you like to be known)
ANY OTHER NAMES USED PREVIOUSLY (eg maiden name or where any previous change of name(s)):	
CURRENT ADDRESS	Please provide your DfE (formerly DCSF/DES/DfEE/DfES) reference number:
TELEPHONE NUMBER	Do you have Qualified Teacher Status (QTS)?
MOBILE TELEPHONE NUMBER	NATIONAL INSURANCE NUMBER
EMAIL	Do you have a current full UK Driving Licence?

PREVIOUS ADDRESS (if resident at current address for less than five years, please provide any previous addresses during this period. Continue on a separate sheet if necessary.)
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WINDERMERE SCHOOL

FOUNDED 1863

EXISTING CONTACTS WITHIN SCHOOL. Please indicate if you know any existing employees or Governors at the School and, if so, how you know them.

DETAILS OF EDUCATION/RELEVANT QUALIFICATIONS/TRAINING (Please include Awarding Body and Date of Award. Please note you will be required to bring original certificates if interviewed.)

Date Obtained	Qualification	Awarding Body	Grade (if appropriate)

PRESENT EMPLOYMENT (Please provide details of your present or most recent employment, including dates employed, title and main responsibilities)

CURRENT SALARY	NOTICE REQUIRED/DATE AVAILABLE TO COMMENCE EMPLOYMENT



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CAREER HISTORY (Please list all full-time and part-time work, paid or unpaid, since leaving secondary education, including any periods of self-employment, starting with the most recent first. Please provide the dates that you were employed to and from for each period of employment. You should account for any gaps in employment. Please continue on a separate page if necessary.)

FURTHER DETAILS (You are invited to add below further relevant information in support of your application, in particular your personal qualities and experience which you believe are relevant to your suitability for this post. Alternatively, this may be provided in your letter of application). If there is insufficient space, please continue on a separate page.



REFEREES. Please provide the contact details for three referees, including one from someone who is able to provide a Character reference. One referee should be your current or most recent employer. Please note references will not be accepted from relatives.

PROFESSIONAL	PROFESSIONAL	PERSONAL
Name:	Name:	Name:
Address:	Address:	Address:
e-mail:	e-mail:	e-mail:
Telephone:	Telephone:	Telephone:

ARE YOU PERMITTED TO WORK IN THE UK?

Do you have an Enhanced Disclosure from the Disclosure and Barring Service? YES / NO

If yes, please supply date of issue:

DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the School Bursar. If you would like to discuss this beforehand, please telephone in confidence to the School Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs.

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare

I enclose a confidential statement

(delete as appropriate)



DATA PROTECTION

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the application form you consent to the processing of sensitive personal data.

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature

Date

Please return your completed Application Form to:

The Chair of Governors
Windermere School
Browhead
Patterdale Road
Windermere
Cumbria
LA23 1NW

Email: chair@windermereschool.co.uk

Windermere School is committed to continuing to develop its Equal Opportunities Policy to employ the best qualified personnel and to provide equal opportunities 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 status, religion or religious belief, disability or age.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



CONFIDENTIAL EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for monitoring purposes. This form will be kept separately from your application.

Windermere School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence.

Please complete the form as you feel is most appropriate for you.

Position applied for

White:

British

Any other white background*

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background*

Black or Black British:

Caribbean

African

Any other Black Background*

Asian or Asian British:

Indian

Pakistani

Bangladeshi

Any other Asian Background*

Chinese or other Ethnic Group:

Chinese

Other Ethnic Group*

*Please specify



Date of Birth:	Gender:
<p>Do you consider yourself to have a disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state nature of disability:</p>	
<p>The Equality Act defines disability as "a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities"</p>	

If you wish, you may disclose information about yourself in this section:

Religion
Sexual orientation