



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

14 Ipswich Road, Norwich NR2 2LR Tel: 01603 620180
Headmaster: Mr Nicholas Bevington

CONFIDENTIAL APPLICATION FORM

At Town Close we value our individual pupils and staff for the breadth and variety of their talents. Our core values are effort, commitment, respect for others, thoughtfulness and consideration.

Post title: GAP YEAR STUDENT

Closing Date: Tuesday 5th February 2019

Personal Details:

Name:

Address:

Post code:

National Ins. No:

Contact details:

Email address:

(if accessed daily)

Telephone:

Home:

Please tick preferred

Mobile:

Educational Qualifications:

| School/University/College | Date/s | Qualification | Level/Grade |
|---------------------------|--------|---------------|-------------|
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Educational Qualifications (cont'd):

| School/University/College | Date/s | Qualification | Level/Grade |
|---------------------------|--------|---------------|-------------|
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Work Experience

Please give details of all posts held, including part-time and unpaid work, starting with your current or most recent employer.

| Employer (name and address) | Dates of service | Post Title, Responsibilities |
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Supporting Statement

Using the job description, please use this section to explain how you meet the requirements of the job. You may draw on skills, knowledge, experience gained from paid/unpaid work, education, relevant training courses, leisure interests, and voluntary activities.

General

| | | |
|---|----------|----------------------|
| Do you hold a current driving licence? (If relevant to post requirements) | Yes / No | Endorsements? Yes/No |
| Is it a full / provisional / LGV / PCV licence? (delete as appropriate) | | |
| Are there any adjustments that may be required should you be invited for interview? | | |
| If so, please state here: | | |

Right to work in UK:

| | | |
|---|------------------------------|-----------------------------|
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If Yes, please provide details: | | |
| If your application is successful, would you require a work permit prior to taking up post? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Existing contacts within the School:

Please indicate if you are related to or know any existing employees or governors of the School and if so how you know them.

Have you made any previous applications to the School? If so please give approximate date and title of post applied for.

REFEREES:

We are not able to accept references from friends or relatives. Please see guidance notes for further information.

| | |
|--|--|
| Name: | Name: |
| Address: | Address: |
| | |
| | |
| Tel No: | Tel No: |
| Email: | Email: |
| Occupation: | Occupation: |
| How long has this person known you and in what capacity: | How long has this person known you and in what capacity: |

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Data Protection Commissioner.

Declaration

I am aware that Town Close House Educational Trust applies for an enhanced disclosure from the Disclosure & Barring Service on its employees. Signing below indicates that I have given permission for the School to carry out this procedure.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. I have not been disqualified from working with children, am not named on the DBS Children's Barred List (previously List 99/Protection of Children Act List/ISA Barred List) and am not subject to any sanctions imposed by a regulatory body (eg, the General Teaching Council) and either

please delete as appropriate:

- I have no convictions, cautions or bind-overs; **OR**
- I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

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

Signature:

Date:

EQUAL OPPORTUNITIES MONITORING

This section of the application form will be detached and will be used solely for monitoring purposes. Town Close House Educational Trust recognises the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Name

Post applied for **Date**

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| White: | | | |
| <input type="checkbox"/> British | <input type="checkbox"/> Irish | <input type="checkbox"/> Any other white background * | |
| Mixed: | | | |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African | <input type="checkbox"/> White and Asian | <input type="checkbox"/> Any other mixed background * |
| Black or Black British: | | | |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> African | <input type="checkbox"/> Any other Black background * | |
| Asian or Asian British: | | | |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Any other Asian background * |
| Chinese or Other Ethnic Group | | | |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other Ethnic Group * | | |
| * Please specify | | | |

| |
|---|
| Gender – please specify: |
| <input type="checkbox"/> Male <input type="checkbox"/> Female |

| |
|----------------------------------|
| Date of birth (dd/mm/yy): |
|----------------------------------|

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|--|------------------------------|-----------------------------|
| Do you consider yourself to have a disability? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If Yes, please state nature of disability: | | |
| The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities” | | |

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| If you wish, you may disclose information about yourself in this section about your: |
| Religion: |
| Sexual orientation: |

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| How did you become aware of this vacancy? | |
| <input type="checkbox"/> Local press: (please state) | |
| <input type="checkbox"/> TCH website | |
| <input type="checkbox"/> Other | |

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