



CUMNOR HOUSE SUSSEX

Employment Application Form

Data Protection Statement

All applications received by Cumnor House Sussex will be handled in accordance with the requirements of the Data Protection Act 1998. The information requested on this form will be used to process information about you for recruitment purposes. This may include using your personal data to obtain employment related information from third parties for Disclosure and Barring Service checks, right to work, medical fitness and previous employment references. The School also has legal obligations under the Equality Act 2010 to monitor and ensure applicants are not discriminated against. Full details of the data we collect, process and store can be found in our Privacy Notice on the School's website. If your application is successful, the School will retain the information provided in the application form on your HR file. If your application is unsuccessful, all documentation relating to your application will usually be destroyed after six months.



CUMNOR HOUSE SUSSEX

Employment Application Form

Part 1: Personal Details

Position applied for	Title
Forename	Surname
Previous Surname (s)	Middle names
Email	Telephone (m)
Address	
Town	
Postcode	County
<i>Previous address if less than 5 years</i>	
<i>Town</i>	
<i>Postcode</i>	<i>County</i>
Date of birth	NI number
Teacher number (DfE)	UK Driving licence? YES / NO
Driving Licence D1 (licence to drive a minibus) YES / NO	
Experience of driving minibuses YES / NO	
Entitled to live and work in the UK: YES / NO. If not, please provide details:	
Please give details of any family links or close relationships with parents of current CHS pupils or employees (including governors):	
How did you hear about Cumnor House Sussex / this position?	

Part 2: The information in this section will be shared with CHS staff who are involved in the shortlisting and interviewing processes.

Education

[illegible]

Professional qualifications and courses completed in the last three years, including Child Protection, First Aid, Minibus Driving etc.

[illegible]

Current / most recent employment

Name of employer/school		Address	
Start date		Leaving date (if applicable)	
Most recent position		From (date)	
Past position		From (date)	
Current/most recent salary		Salary Scale Point	
Notice required		Full-time/part-time (no. of hours)	
Reason for leaving			

Please provide a summary of your responsibilities and contributions/activities

Please add any additional information on a separate sheet.

Employment History

You must include any periods of unemployment / self-employment / time at home and prolonged time abroad. You must provide complete information to account for your career since you left school, and ensure there are no chronological gaps or errors. Your application may be rejected if the information in this application form is inaccurate or incomplete.

Employer's name (or other occupation)	Location	Job Title	From	To	Reason for leaving
			Month & Year		

Other Interests/hobbies

Please provide information about your hobbies and interests which you might like to share with the Cumnor community.

Personal Statement

Please provide a statement of a maximum of 1000 words to tell us about your personal qualities, experience and training in relation to the candidate specification, illustrating your suitability to this role. You can provide a separate document if you wish.

References

- We will seek references on shortlisted candidates prior to interview. Please provide name, address, email and telephone number of two employers from whom reference may be sought.
- You must include your current or most recent employer, and your references should be from different schools/organisations.
- If you are not currently working with children, but have done so in the past, please include your most recent employment with children.
- If you have not been previously employed, you can provide an academic or character reference.
- If it is your preference, your current employer will not be approached for a reference until an offer of employment has been accepted. In the meantime, an alternative reference should be provided.
- The School reserves the right to request a reference from any of your previous employers listed on your application form.

Current/most recent employer	
Name	
Position	
Address	
Email	
Telephone	
Relationship to candidate	
Second reference	
Name	
Position	
Address	
Email	
Telephone	
Relationship to candidate	

Part 3: Information collected in Part 3 is used by the HR Manager in the processing of your application, and will only be shared with Selection Staff if the Headmaster deems it relevant.

Rehabilitation of Offenders declaration

As the job for which you are applying involves substantial opportunity for access to children, it is exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any convictions, cautions or bind-overs you may have had, including any under current consideration and those regarded as 'spent', regardless of how long ago. 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. A separate police check will be required from any country where you have been for more than six months in the last ten years.

1. Have you even been convicted of a criminal offence in any court of law? **Yes/No**
2. Is there any relevant court case pending against you? **Yes/No**
3. Have you ever received a caution, reprimand or final warning from the police? **Yes/No**
4. Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on Children's Barred list, which names those who may not be employed in schools? **Yes/No**
5. Have you ever been barred or disqualified from working with children, or subject to sanctions imposed by a regulatory body such as the National College for Teaching & Leadership (NCTL) or Teacher Regulation Agency (TRA)? **Yes/No**
6. Have you ever had a child in your care placed under a care order? **Yes/No**
7. (EYFS) Have you ever had your Childcare Registration cancelled or refused for any reason other than non-payment of fees? **Yes/No**

If you have answered 'Yes' to any of the questions above, please provide details on a separate sheet and send this in a sealed envelope marked 'Confidential' to the HR Manager with your application. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light. The School will require an enhanced DBS check from the Disclosures and Barring Service for the successful applicant.

Medical Fitness

Your appointment will be conditional upon receipt of a detailed health questionnaire, which will be checked by the School Nurse. If there are any concerns, the School Nurse may wish to contact your doctor to obtain a medical report, in which case you will be informed. Alternatively, the School may request a medical examination by the School Doctor to ensure your medical fitness. Do you agree to these terms? **Yes/No**

Overseas dates

Have you lived abroad for more than six months over the last ten years? You will need to provide a Police Check from each country. Please list dates and countries:

Have you any relevant overseas conviction that would also be a conviction in the UK?
Yes/No

Consent and Declaration

I confirm that the information I have given in this Application Form is true and correct to the best of my knowledge.

I consent to the school carrying out a social media check prior to interview.

I consent to my personal details to be used to process my application, and understand that the information may be shared with other employees as part of the recruitment process.

I consent to an enquiry by the School to the Disclosures and Barring Service (DBS), at enhanced level, and (if applying for a teaching position) to the Teaching Regulation Agency to ensure that I have not been prohibited from teaching by the Secretary of State or in other countries.

I consent to the School making direct contact to request a reference from the referees provided herein.

I declare I am physically and mentally fit to carry out all the duties associated with the post, and I agree to the Medical Fitness requirement stated above.

I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I am selected for this position, and possible referral to the police.

Full name _____

Signature _____ Date _____

Applications should be sent to: Ms Karen German, Head of HR
Cumnor House Sussex, Danehill, Haywards Heath, West Sussex, RH17 7HT
hr@cumnor.co.uk

Preparation for your visit: In order for us to prepare for your visit, should you be selected for interview, please provide relevant details, or N/A for 'Not applicable':

Do you have any specific learning difficulty, medical condition, food allergy or other disability of which we should be aware in preparation for the day of your interview?

The school is an equal opportunities employer. Please provide details, or tell us about, any specific learning difficulty, medical condition, food allergy or other disability which may require additional support in order for you to undertake this job should you be selected.