

CONFIDENTIAL WHEN COMPLETED



HOLMEWOOD HOUSE SCHOOL

Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860015 Fax: Web Site: www.holmewoodhouse.co.uk

APPLICATION FORM

PLEASE NOTE:

1. If there are questions that are not relevant to your application please leave the space blank or mark it N/A as you wish. Please use black ink or type.
2. If there is insufficient space for your answer please continue overleaf or on blank paper.

Once completed, please send with a short covering letter explaining why you want the position together with any other information relevant to your application to: admin@holmewoodhouse.co.uk or via post to The Bursar, Holmewood House School, Langton Green, Tunbridge Wells, Kent, TN3 0EB

POST APPLYING FOR:.....

PERSONAL DETAILS:

Title.....

Surname/family name..... Previous surname

First name(s).....

Any former names.....Preferred first name.....

Home address.....

.....Post code.....

Contact tel. numbers:

Home..... Work..... Mobile.....

May we contact you at home (yes / no) at work (yes / no)

Email:

Previous addresses (if resident at current address for less than 5 years)

.....
.....
.....

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National Insurance Number: First Aider: (Yes/No) delete as applicable

Driving Licence (Yes/No) Endorsements if any:

Do you have D1 on your licence (Yes/No)

Please confirm that you have the right to work in the UK (Yes/No).....
(Original documents will be required as proof of the above).

Do you have any restrictions on taking up employment in the United Kingdom?
(e.g. time limit/visa) Yes/No

EQUAL OPPORTUNITIES

Holmewood House aims to be a fair employer and is committed to equal opportunities for disabled people and does not discriminate against employees on the basis of age, gender, ethnic origin, disability, religion or belief and sexual orientation.

Do you consider yourself to be disabled? Yes / No

If 'yes' is there anything you would like to tell us about your disability?

.....
.....

Do you have any family or close relationship to existing employees or employers, including governors? If so, please give details.

.....

EDUCATION and TRAINING

Secondary Schools Attended _____

University/College: _____

Other: _____

QUALIFICATIONS

GCSE/O Levels: _____ Grades _____
_____ Grades _____
_____ Grades _____

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	_____	Grades	_____
A/AS Levels:	_____	Grades	_____
	_____	Grades	_____
Degree/Diploma:	_____	Class	_____
	_____	Class	_____
Other:	_____		_____
	_____		_____

Other qualifications/skills relevant to the post applying for:
.....
.....

PRESENT EMPLOYER & length of service:
.....

REASON(S) FOR LEAVING:
.....
.....

Write a brief description of your present duties / responsibilities:

PREVIOUS EMPLOYMENT & length of service starting with most recent first: _____

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ANY OTHER RELEVANT EXPERIENCE: _____

LEISURE INTERESTS / ACTIVITIES (please include details of any community or voluntary experience and extra / after school activities offered).

OTHER DETAILS:

Present Salary per annum: £ _____

REFERENCES:

Please provide at least **TWO** referees and their **full postal addresses, email addresses, and telephone contact numbers.**

One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. References will **NOT** be accepted from relatives or from referees writing solely in the capacity of friends.

1. _____

2. _____

Please indicate if you are willing for us to seek information from your referees prior to interview.
Yes / No (delete as appropriate)

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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. If necessary please submit the information requested below in confidence, enclosing details in a separate sealed envelope; this will be seen and then destroyed by the Headmaster. If you would like to discuss this beforehand, please telephone, in confidence, the Headmaster 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.

Please tick one box:

I have nothing to declare

Or

I enclose a confidential statement in a sealed envelope marked confidential.

Signed _____ **Date** _____

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General Data Protection Regulation 2018: The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

I declare that the information on this form is, to the best of my knowledge, complete and correct.

I agree that if my application is successful, a DBS check for criminal convictions/actions will be made.

Signed _____ Date _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. Holmewood House is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Please let us know where you heard about this vacancy:

Website (please name):

Publication (please name):

Other (please state):

FOR INTERNAL USE ONLY

DATE APPLICATION RECEIVED:

REJECT / DATE INFORMED:

CONSIDER / INTERVIEW DATE:

REFS REQUESTED 1)

2)

REFERENCES RECEIVED 1)

2)

INTERVIEW CANDIDATE INFORMED OF OUTCOME:

COPIES OF QUALIFICATIONS, DRIVING LICENCE etc RECEIVED: