### **APPLICATION FOR EMPLOYMENT**

| Position Applied for: |  |
| --- | --- |
| Where did you see the advert? |  |

**Section 1 - Personal Details**

| Surname/Family Name: |  | First Name: |  |
| --- | --- | --- | --- |
| Other Names: |  |  |  |
| Title: |  | Former Names: |  |
| UK National Insurance No: |  | | |
| Address: |  | | |
| Postcode: |  | Country: |  |
| Home Telephone: |  | Mobile Telephone: |  |
| Work Telephone: |  | May we contact you at work: | Yes No |
| Email Address: |  | | |
| Are you currently eligible for employment in the UK: | | | |
| Yes No - Please provide details: | | | |
| **Teachers from EU/EEA or who have worked within the EU/EEA** | From January 2021 it is a requirement that you produce proof of your past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country that you worked. This evidence will be considered alongside other information obtained through other pre-employment checks to assess your suitability. | | |
| Teacher’s Registration number (if applicable): |  | | |
|  |  | Do you have Qualified Teacher status? | Yes No |
| Are you related to, or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details: | | | |
|  | | | |
| Do you have a child(ren) attending Pangbourne College? | | Yes No | |
| If yes, please state their name(s): | | | |

**Section 2 – Education & Professional Qualifications (Please start with the most recent. Please attach photocopies of documentary evidence of qualifications.)**

| Include in this section all the relevant qualifications. Please also indicate subjects currently being studied. | | | |
| --- | --- | --- | --- |
| Subject/Qualification: | Place of Study: | Grade/Result: | Year: |
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**Section 3 - Other vocational qualifications, skills or training**

| Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |
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**Section 4 - Employment History**

Please record below the details of your current or most recent employer

| Employer Name: |  | | |
| --- | --- | --- | --- |
| Address: |  | | |
| Job Title: |  |  |  |
| Start Date: |  | End date (if applicable): |  |
| Salary: | £ | Notice Period: |  |

| Brief description of your duties and responsibilities: | | | |
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| Do you/did you receive any employee benefits? If so, please provide details of these: | | | |
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| Reason for seeking other employment: | | | |
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**Section 5 - Previous Employment and/or activities since leaving secondary education**

Please record below the details of your previous employment beginning with the most recent first. Please explain any gaps in employment in the ‘Supporting’ section below. Please add additional employers/ information on a separate sheet.

**Previous Employer 1**

| Employer Name: |  | | |
| --- | --- | --- | --- |
| Address: |  | | |
| Job Title: |  | Salary: |  |
| From Date: |  | To Date: |  |
| Reason for Leaving: | | | |
|  | | | |
| Description of our duties and responsibilities and salary upon leaving: | | | |
|  | | | |

**Previous Employer 2**

| Employer Name: |  | | |
| --- | --- | --- | --- |
| Address: |  | | |
| Job Title: |  | Salary: |  |
| From Date: |  | To Date: |  |
| Reason for Leaving: | | | |
|  | | | |
| Description of our duties and responsibilities and salary upon leaving: | | | |
|  | | | |

**Previous Employer 3**

| Employer Name: |  | | |
| --- | --- | --- | --- |
| Address: |  | | |
| Job Title: |  | Salary: |  |
| From Date: |  | To Date: |  |
| Reason for Leaving: | | | |
|  | | | |
| Description of our duties and responsibilities and salary upon leaving: | | | |
|  | | | |

**Previous Employer 4**

| Employer Name: |  | | |
| --- | --- | --- | --- |
| Address: |  | | |
| Job Title: |  | Salary: |  |
| From Date: |  | To Date: |  |
| Reason for Leaving: | | | |
|  | | | |
| Description of our duties and responsibilities and salary upon leaving: | | | |
|  | | | |

**Section 6 - Interests**

| Please give details of any interests, hobbies or skills that you could bring to Pangbourne College for the purpose of extra-curricular activities: |
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**Section 7 - Supporting Information**

| In this section please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake this post.  As stated in Section 5, please also use this section to explain any gaps in your employment history.  (Please continue on a separate sheet if necessary). |
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**Section 8 - Recruitment**

| It is Pangbourne College’s policy to employ people who best meet the requirements of our positions and to provide equality of opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. 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. |
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**Section 9 - 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 your application is successful, the College will retain the information provided in this form (together with any attachments) which will be used in the administration of your employment and held on your personnel file (computerised and paper).  In returning the application form you consent to the processing of your personal data by the School for the purposes of considering your application, and if applicable, operating your employment contract.  Any information provided will be processed in accordance with the Data Protection Act 2018 and Keeping Children Safe in Education guidelines.  If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.  We may check the information provided by you on this form with third parties. |
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**Section 10 - References**

| Pangbourne College will take up references from all shortlisted candidates before interview and a contract of employment will not be issued without two satisfactory references being obtained.  References should be from professionals - they should not be a relative or someone known to you solely as a friend.  All references will be contacted prior to interview unless otherwise directed. | |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name:  Organisation:  Address:  Occupation:  Telephone Number:  Email Address:  May we contact prior to interview? Yes No | Name:  Organisation:  Address:  Occupation:  Telephone Number:  Email Address:  May we contact prior to to interview? Yes No |

**Section 11 - Declaration**

| * **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.** * **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 understand that the personal information that I provide on this form will be used to process my application for employment and it will be stored and used in a confidential manner to help with the recruitment process. If I am successful in my application and take up employment with the School, I understand the information will be used in the administration of my employment.** * **I understand that if my application is successful I will be required to complete a medical questionnaire appropriate to the role.** |
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* **We are committed to safeguarding and promoting the welfare of children and young people and any offer of employment is subject to an Enhanced Disclosure Check (DBS), social media check and satisfactory references, and you agree to these checks being carried out.**
* **By submitting this document to us, you give us your agreement to the conditions stated above.**
* **If you are shortlisted for an interview, you will be required to complete our ‘Suitability to work with children: self-declaration form’ which must be completed and returned to us prior to interview.**
* **Applicants will be required to sign their application forms at the interview.**

**Name: ……………………………… Signature: ………………………………………**

**Date: ……………………………….**

**Please return this completed application form to** [**recruitment@pangbourne.com**](mailto:recruitment@pangbourne.com) **or HR Manager, Pangbourne College, Pangbourne, Reading, Berkshire, RG8 8LA**