



The
Felsted
Schools

FELSTED SCHOOL, FELSTED, ESSEX CM6 3LL
01371 822620
website www.felsted.org

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. Application for appointment as _____ Full Time/ Part Time

Available to take up employment from (date) _____

2. Personal Details:

Surname: _____ Forenames: _____

Address:

Postcode: _____

Telephone: Private _____ Business: _____

NI No _____

Are you over, or within one year of, 65 years of age for retirement purposes? Yes/No

3. Education

Schools attended

Subjects Passed at 'O' Level/GCSE or Equivalent and Grade

Subjects Passed at 'A' Level/ 'AS' Level or Equivalent and Grade

FURTHER EDUCATION

Place of Education

Subjects Passed and Grade

4. Current and Previous Employment *(Please include details of most recent employment first, and work backwards)*

Current employer: _____ Type of business: _____
Job title: _____ Duties/Responsibilities: _____

Address: _____

Dates of Employment From: _____ To: _____ Notice required: _____

Starting Pay: £ _____ per annum Current/Finishing pay £ _____ per annum

Previous employer: _____ Type of business: _____
Job title: _____ Duties/Responsibilities: _____

Address: _____

Dates of Employment From: _____ To: _____ Notice required: _____

Starting Pay: £ _____ per annum Finishing pay £ _____ per annum

Previous employer: _____ Type of business: _____
Job title: _____ Duties/Responsibilities: _____

Address: _____

Dates of Employment From: _____ To: _____ Notice required: _____

Starting Pay: £ _____ per annum Finishing pay £ _____ per annum

Please advise us of any other previous employment positions by either enclosing on a separate sheet or by submitting your current CV.

5. Interests/Hobbies/Sports

Official positions held in clubs, etc. _____

6. Foreign Languages Spoken? YES/NO Give details: _____

7. Do you have your own transport? YES/NO

Do you hold a current UK driving licence? Provisional/Full/HGV/No

Any current endorsements? No/Yes (give details) _____

8. Public duties (JP, local councillor, etc) undertaken: _____

9. Criminal Background

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974).

Yes/No If Yes, please complete the attached sheet and give details. Please seal in a confidential envelope and send to The Bursar, Felsted School, Felsted, Essex, CM6 3LL.

Dependent upon the appointment for which you have applied, the School will, with your prior consent, wish to confirm your answer to the above. Your signature to this document will be taken as agreement that you will undertake Disclosure Procedures by the Criminal Records Bureau. Failure to comply will result in any offer of employment being withdrawn.

10. Child Protection Information

Are you or have you ever been the subject of any current or previous investigation or enquiry into the abuse of children or vulnerable adults or any other inappropriate behaviour?

Yes/No If Yes, please complete the attached sheet and give details. Please seal in a confidential envelope and send to the Bursar, Felsted School, Felsted, Essex, CM6 3LL.

11. Membership of Professional Organisations: _____

12. Do you need a work permit to work in the UK? YES/NO

13. If offered this position will you continue to work in any other capacity? Yes/No

If Yes, please give details as follows:

Job Title _____

Hours of Work per week _____ Weeks worked Per Annum _____

14. Referees (not members of your family or persons with whom you co-habit).

Please give details below of your current or last employer and a personal reference.

Do you give your consent to your referees to be contacted prior to interview if appropriate? YES/NO

(1) (Current / Last Employer)

Name: _____

Address: _____

Telephone No. _____ Occupation _____

(2) (Personal Reference)

Name _____

Address _____

Telephone No. _____ Occupation: _____

15. Next of Kin. Please give details of next of kin or person who can be contacted in emergency

Name: _____

Relationship to you: _____

Address: _____

_____ Contactable Telephone No: _____

16. Recruitment Policy

It is the School's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status, disability or age. The information given in this application will be treated in the strictest confidence and will only be used for lawful purposes.

I authorise the School to obtain references as indicated above and other previous employers to support this application once an offer has been made and accepted and release the School and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: _____ **Date:** _____

Additional Information – Criminal Convictions

If you have answered “Yes” to questions 9 and/or 10 on of the application form, please complete this sheet with the necessary details and enclose it in a sealed envelope marked “Confidential”.

9.Criminal Background

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act)

Yes/No If Yes, please complete this sheet and give details. Please seal in a confidential envelope.

Details of Spent Convictions:

Offence:

Date Spent: _____

Details of Un-Spent Convictions:

Offence:

Date Issued: _____

10. Are you or have you ever been the subject of any current or previous investigation or enquiry into the abuse of children or vulnerable adults or any other inappropriate behaviour?

Yes/No If Yes, please complete this sheet and give details. Please seal in a confidential envelope

Details of Investigation:

Date Investigation Carried Out: _____

Outcome of Investigation: _____

Signature: _____ **Date:** _____

Please send this document in an envelope marked confidential to The Bursar, Felsted School, Felsted, Essex, CM6 3LL. The details will be kept confidential.



Separate Diversity Monitoring Form

In accordance with the Age Discrimination Act 2006, please complete the attached details. These details will not be seen by those responsible for the recruitment decision.

1. Name _____ Vacancy _____

2. Date of Birth _____ Age: _____

3. Status: (Married/Civil Partnership/Single) _____

4. Are you in good health? YES/NO

Any disabilities that may affect your application? YES/NO

If you have disabilities, please describe

Are there any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job?

Are there any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job?

(Please use a separate page to submit with your application if necessary)