

**Application for Graduate/Gap Assistant**

Name of Applicant:

Position Applied for:

Godolphin is committed to safeguarding the welfare of children and young people, and expects all staff and students to share this commitment. The successful applicant will be subject to enhanced clearance through the DBS.

**Completing your application form**

* Please complete the application form in full. It is an essential part of our selection process, and the information you give will help us to select candidates for interview. If you wish to complete it by hand, please use **black** ink.
* Please send a letter of application with your form explaining a) your reasons for applying for this work; b) the personal qualities and experience that you believe are relevant to your suitability for the post; c) how you meet the person specification.
* All applications received by The Godolphin School are handled in accordance with the requirements of the General Data Protection Regulation 2018.
* Emailed applications are acceptable initially, but these must be followed up by a signed hard copy sent through the post. Our email address is: hr@godolphin.org

Return address:

HR Administrator

Godolphin School

Milford Hill

Salisbury

SP1 2RA

**Position applied for**:

1. **Personal information**

|  |  |  |
| --- | --- | --- |
| Title | Surname | Forenames |
| Address  Postcode | | Tel No (Home): |
| Tel No (Work): |
| Mobile No: |
| Email: |
| Nat. Insurance No: |
| Previous Surname | |  |

1. **Education** Please explain any gaps in education in section 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last school attended | Dates (approx)  From To | | Achievements and Awarding Body | Grade |
|  |  |  |  |  |
| Previous School attended | Dates (approx)  From To | | Achievements and Awarding Body | Grade |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other awards and courses in last four years | | | | |
| College, Education Centre or Institution | Dates  From To | | Award/Course Title and Qualification | |
|  |  |  |  |  |

1. **Periods when not in education**

Please give details of any gaps and the reasons for them.

|  |  |  |
| --- | --- | --- |
| Start date | Finish date | Reason |
|  |  |  |

1. **Hobbies and interests**

Please detail below your hobbies and interests

|  |
| --- |
|  |

1. **Employment**

Please cover the last 3 years of employment. Please continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| Present/last employer | |
| Address  Postcode | Position held: |
| Starting date: |
| Leaving date: |
| Finishing pay: |
| Responsibilities | |
| Reasons for leaving | |

|  |  |
| --- | --- |
| Previous employer | |
| Address  Postcode | Position held: |
| Starting date: |
| Leaving date: |
|  |
| Responsibilities | |
| Reasons for leaving | |

|  |  |
| --- | --- |
| Previous employer | |
| Address  Postcode | Position held: |
| Starting date: |
| Leaving date: |
|  |
| Responsibilities | |
| Reasons for leaving | |

1. **Additional information**

Please tick as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| Yes No | | | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. |  |  |  |
| Are you lawfully able to work in the UK? |  |  |  |
| Do you have a current driving licence? |  |  |  |
| Are you registered disabled and require adjustments to assist you to carry out your work? |  |  |  |
| If yes, please specify | | | |
| Do you have computer skills? |  |  |  |
| If yes, please specify | | | |

***NB*** *Please note that The Godolphin School operates a non-smoking policy*

1. **Education/employment/personal referees**

Please provide the names and address of two education or one education and one work related referees

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name | |
| Address  Postcode |  | Address    Postcode | |
| Tel.No |  | Tel No | |
| Email |  | Email | |
| Occupation & professional relationship to applicant |  | Occupation & professional relationship to applicant | |
| Please provide the name and address of one personal referee (not family) | | | |
| Name |  |  |  |
| Address  Postcode |  |  |  |
| Tel No. |  |  |  |
| Email: |  |  |  |
| Number of years known & relationship to applicant |  |  |  |

1. **Medical**

Successful candidates will be asked to provide a medical certificate of fitness for the post

**9. Declarations**

I confirm that this information is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if employment has started and possible referral to the police.

\* I have not been disqualified from work with children (Disqualification from Childcare) or vulnerable adults or subject to sanctions imposed by a regulatory body

Please tick the statements below to confirm you agree to each one before signing and dating below.

* I have no convictions, cautions or bindovers **OR** I attach details of my record in a sealed envelope marked confidential.
* I understand that if successful I shall be subject to enhanced clearance through the Disclosure & Barring Service of the United Kingdom.
* I give permission for the School to keep my basic details (name, email address, contact details) on file beyond the usual 12 month period defined in our recruitment policy if this application is unsuccessful.  This is to allow the School to contact me in case future vacancies arise which the School considers may be of interest to me.  If I do not give such consent by leaving this box blank (which is my right under GDPR) my application will be kept on file for 12 months after the end of the appointment process as per our recruitment policy.

The School is authorised to obtain references to support this application. I release the School and referees from any liability caused by giving and receiving information.

I agree that the organisation may use the information contained on this form for the purpose of processing my application, for ethnic and gender monitoring, and for any other legitimate purpose of the business.

Signed ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Privacy statement** – please tick the box below if you give permission:

* I give permission for the School to keep my basic details (name, email address, contact details) on file beyond the usual 12 month period defined in our recruitment policy if this application is unsuccessful.  This is to allow the School to contact me in case future vacancies arise which the School considers may be of interest to me.  If I do not give such consent by leaving this box blank (which is my right under GDPR) my application will be kept on file for 12 months after the end of the appointment process as per our recruitment policy.

**For office use only**