



APPLICATION FORM

CLEANER

Candidate's Name:	
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Letter of application and completed Application Form should be sent to:

Katie Chorley
Business Director
St George's School, Windsor Castle
Windsor
Berkshire
SL4 1QF

Tel: 01753 865553
Email: schooloffice@stgwindsor.org

NOTES FOR COMPLETION

(Please read carefully)

The Application Form

The application form plays an important part in the selection process: decisions to shortlist candidates for interview are based solely upon the information you supply on your form also the form provides a basis for the interview itself. Curriculum Vitae (CV's) alone will not be acceptable. However, CV's and appropriate covering letters will be accepted in addition to the application form. Most sections of the form are self explanatory and some sections are not covered in these notes.

Section 1: Personal Details

Please give your surname and initials. You are not, however, required to provide your preferred title or your forenames. If you have a title or other names you would like to be called (should you be called for interview), you may at your discretion enter those details.

Section 2: Education and Professional Qualifications

List membership of professional institutes, professional qualifications, professional courses and educational qualifications as applicable. Essential qualifications may be checked on appointment to a post.

Sections 3A and 3B: Employment

Please provide brief information as requested in each section. Should you be selected for the role "your reason for leaving or wishing to leave" may be verified if we take references as per Section 11 below.

Section 4: Other information

A simple list will suffice unless the positions held and the skills/experience attained are directly relevant to the position for which you are applying.

Section 5: Relevant Knowledge, Skills, Abilities and Experience

This section is vital. Think about what evidence you can provide to demonstrate that you have the necessary knowledge, skills, ability and experience required. You may have acquired these in a variety of ways, through direct teaching, through extra-curricular activity, through out-of-school activity, voluntary work and hobbies. Address each of the criteria in the job description separately and briefly outline how you meet each one, providing specific examples.

Section 9: Referees

Should you be selected for the role, the School would wish to take up references as outlined at Section 9 of this form. However, if possible we would like to do this earlier in the process. Please provide referees details to cover recent relevant employment.

Section 10: Recruitment Declaration

This section must be completed by the applicant. It is a declaration of validity of the information in the application and confirms that misleading information would be sufficient grounds for termination of employment.

CONFIDENTIAL JOB APPLICATION FORM

Please write clearly in black ink and when you have completed the form return it to the Bursar's P.A.

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		First Name:			
Preferred Name:		Other Initials:		Title:	
Home Address:			Tel No (Home):		
			Tel No (Business):		
Post Code:			Tel No (Mobile):		
Address for correspondence: (if different from above):			Fax No:		
			Nationality:		
Post Code:			Nat Ins No:		
Email Address:				Note: If you are not a British passport holder or a European Citizen or do not have the permanent right to remain in the UK you will require a Work Permit.	
Do you need a work Permit in the UK?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If you already have a Work Permit when does it expire? (Please note that your current Work Permit may not be valid for this post)	Permit expiry date:		

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS (List in reverse chronological order)

(Note: original documents as proof of Qualification may be required to be shown prior to employment – continue on a separate sheet as required)

Secondary School/College/University:	Examinations Taken:	Result/Pass Level:

Professional Qualifications currently held; how obtained and grade:
Awards/Distinctions/Publications:
Other Vocational Qualifications, Skills or Training relevant to the post being applied for:

3. EMPLOYMENT

Please provide details of all employment *in reverse chronological order*. If gaps arise for the period Post Education until the present day please explain how they were occupied in the box provided below. (If necessary, please use a continuation sheet to record employment details).

A. PRESENT OR MOST RECENT POST

Title of Post:		Salary:	
Name of Educational Establishment:			
Address:		Date Commenced:	
		Date Ended:	
Post Code:			
Please outline your duties/responsibilities, to whom you are/were responsible and any staff responsible to you (if applicable):			
Reasons for leaving or wishing to leave:			
When will you be available for employment?			

Please notify any dates when you will be available for interview:

B. PRIOR EMPLOYMENT

Establishment Name and Type:	Post held:	Full Time /Part Time:
Date Commenced:		

Establishment Name and Type:	Post held:	Full Time /Part Time:
Date Commenced:		

Establishment Name and Type:	Post held:	Full Time /Part Time:
Date Commenced:		

Establishment Name and Type:	Post held:	Full Time /Part Time:
Date Commenced:		

Establishment Name and Type:	Post held:	Full Time /Part Time:
Date Commenced:		

Have you had any material (e.g. 6 months or more) gaps in your employment record? If yes please supply relevant details:

4. OTHER INFORMATION

What activities outside work interest you? Please provide details of interests, hobbies and skills you might have:

Do you hold a current driving licence?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Do you own a car?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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5. RELEVANT KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB.

Continue on a separate sheet as required.

6. DISABILITY DISCRIMINATION ACT 1985

Do you consider yourself to be disabled under the Disability Discrimination Act?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, please provide further details:	
If selected for interview, do you require any assistance/adaptations to help you attend?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, what assistance do you require?	

7. HEALTH

Please state the number of days sickness absence in the last 2 years	
NB. Successful candidates will be required to complete a short medical questionnaire	

8. CRIMINAL RECORDS

Any offer of employment will be conditional upon the School receiving a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS). The successful candidate will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with the DBS Code of Practice. (A copy is available from the School on request).

If you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). We encourage you to disclose these as early as possible. Disclosure of a criminal record will not automatically debar you from employment; each case will be assessed fairly by the School prior to offering employment.

If you would answer Yes to any of the following questions please provide details on a separate sheet (provided at the end of this form) and send this in a sealed envelope marked “confidential” with your application form.

Have you been convicted by any courts of a criminal offence?	Yes/No
Is there any relevant court action pending against you?	Yes/No
Have you ever received a caution, reprimand or final warning from the police	Yes/No

If you would like to discuss this beforehand please telephone the Clerk to the Governors, in confidence, on 01753 836548, for advice.

9. REFEREES

Please supply the names and contact details of two referees. One of these must be your current or most recent employer and the other may be a professional person or other person to whom you are well known. A referee may not be a relative or someone known solely to you as a friend. The School may take up references from all short-listed candidates before interview.

Referee 1		Referee 2	
Title: (Mr Mrs etc):		Title: (Mr Mrs etc):	
Job Title:		Job Title	
Organisation:		Organisation:	
Address: (inc Post Code)		Address: (inc Post Code)	
Tel No:		Tel No:	
Email address:		Email address:	
Fax No:		Fax No:	
Please state whether we may obtain References prior to interview:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Please state whether we may obtain References prior to interview:	<input type="checkbox"/> YES <input type="checkbox"/> NO

10. RECRUITMENT DECLARATION

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including training and promotion. We will not discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new appointments are subjected to a probationary period.

If your application is successful St George's School will retain the information provided on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after 6 months.

DECLARATION

- I confirm that the information given on this application form is true and complete to the best of my knowledge.
- I confirm that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or, if false information comes to light after my appointment, summary dismissal and may amount to a criminal offence.
- I consent to St George's School processing the information given on this form, including any 'sensitive' information as may be necessary during the recruitment and selection procedure.

Signature:	Date:
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CONTINUATION SHEET AS REQUIRED

CONFIDENTIAL DISCLOSURE OF CRIMINAL RECORD INFORMATION

Candidates are requested to provide information on any convictions, cautions, reprimands or final warnings, regardless of whether these are spent, provided they are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2013.

Have you been convicted by any courts of a criminal offence?
Is there any relevant court action pending against you?
Have you ever received a caution, reprimand or final warning from the police

Please provide details here including the date, key facts and outcome relating to any of the above.