



## APPLICATION FORM

Before completing this application form, please ensure that you have read both our Child Protection and Safeguarding policy, as well as our Privacy Notice - External, both of which can be accessed via the School Website - [www.berkhamsted.com/about-us/school-policies/](http://www.berkhamsted.com/about-us/school-policies/)

Position applied for

Where did you see this post advertised

## PERSONAL INFORMATION

Title

Surname

Forenames

Contact details

Telephone

Home

Work

Mobile

Email

Current Address

Postcode

Are you eligible for employment in the UK?

Yes ☐

No ☐

Do you require a work permit to work in the UK?

Yes ☐

No ☐

Have you previously been employed by Berkhamsted Schools Group?

Yes ☐

No ☐



## COMPLETE EDUCATION AND QUALIFICATION HISTORY

Please list in chronological order (most recent first), details of **ALL** education (including secondary education), qualifications attained (including academic, vocational and professional) and training.

| Education provider,<br>e.g. university name,<br>school name | Dates attended         |                      | Qualification attained<br>(Subject, Grade & Honours) | Date of award<br>(month & year) |
|---|------------------------|----------------------|--|---------------------------------|
|   | From<br>(month & year) | To<br>(month & year) |  |                                 |
|   |                        |                      |  |                                 |

Please use attached continuation page if required



## TRAINING HISTORY

Please give details of any training you have undertaken which is relevant to this post.

| Training provider | Dates attended         |                      | Training course title | Date of completion<br>(month & year) |
|-------------------|------------------------|----------------------|-----------------------|--------------------------------------|
|                   | From<br>(month & year) | To<br>(month & year) |                       |                                      |
|                   |                        |                      |                       |                                      |

*Please use attached continuation page if required*



## COMPLETE EMPLOYMENT HISTORY

| Employer name | Date of employment     |                      | Job title or responsibility | Reason for leaving |
|---------------|------------------------|----------------------|-----------------------------|--------------------|
|               | From<br>(month & year) | To<br>(month & year) |                             |                    |
|               |                        |                      |                             |                    |

What is your current notice period?

Please state your current full-time (or equivalent) salary including point on scale and any allowances, if relevant



PERSONAL STATEMENT

In support of your application, you are asked to write a statement giving your reasons for applying for this post. Include any information that you consider relevant to this application. As a school, we value the diversity of backgrounds, experiences, and perspectives — please detail how your background, experiences, or perspective could help enrich our school community. Please continue on an additional sheet if required.

*Please use attached continuation page if required*



## FOR TEACHING POSTS ONLY

Do you hold Qualified Teacher Status (QTS)?

Yes ☐No ☐

Please state your registered teacher reference number (DfE number)

## EXISTING CONTACTS WITHIN SCHOOL

Please indicate whether you have any contacts within the School

## REFEREES

At least one reference should be your present or most recent employer (including the Head Teacher if working in a school). 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 working with children. References will not be accepted from relatives or referees writing solely in the capacity of friend. For teaching roles, we would like to seek references **before** interview. **(However, if you have a strong objection to this, please inform us)**. References for Support Staff vacancies will be taken up on offer of employment.

**Referee 1** Name and Job Title/Position

Capacity in which you are known to this Referee

Address of Referee

Telephone no.

Email address

**Referee 2** Name and Job Title/Position

Capacity in which you are known to this Referee

Address of Referee

Telephone no.

Email address

**Referee 3** Name and Job Title/Position

Capacity in which you are known to this Referee

Address of Referee

Telephone no.

Email address

**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. More details as to how we will process your data is set out in the **School's Staff Privacy Notice** and **Data Protection Policy (available on request)**. If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

**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 factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager and Chief People Officer. If you would like to discuss this beforehand, please telephone in confidence to the HR department 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](http://www.gov.uk/dbs). All other spent connections and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants 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.

Select as appropriate:

☐ I have nothing to declare

☐ I enclose a confidential statement

I also understand in accordance with our School Policies and KCSIE guidelines set out by the Department for Education, a background check will be carried out on my online digital presence. For this we use a third-party professional screening partner, SP Index ([www.sp-index.com](http://www.sp-index.com)), experienced in processing personal data for the purpose of such checks.

I declare that the information I have provided in my application and additional documents is true and complete to the best of my knowledge, and I agree may be used for the purpose of carrying out such checks. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

**Signature:**

**Date:**

This form should be printed and signed before submitting with an accompanying letter to: [recruitment@berkhamsted.com](mailto:recruitment@berkhamsted.com)

Berkhamsted Schools Group  
Overton House, 131 High Street, Berkhamsted, Hertfordshire, HP4 2DJ  
Telephone: 01442 358005 E-mail: [enquiries@berkhamsted.com](mailto:enquiries@berkhamsted.com)  
[www.berkhamsted.com](http://www.berkhamsted.com)

Principal: Richard Backhouse MA (Cantab)

A member of the Berkhamsted Schools Group Registered Charity No. 310630 Registered Company No. 62234



CONTINUATION PAGES

Please use this sheet to add any additional information if required, indicating which section of the form you are continuing





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Please use this sheet to add any additional information if required, indicating which section of the form you are continuing