



PINEWOOD

Est. 1875

PINEWOOD SCHOOL APPLICATION FORM NON-TEACHING POST

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment Policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

Please note that the School may carry out online searches on applicants as part of the shortlisting exercise (see the School's Policy on Online Searching of Shortlisted Candidates for further information).

Post for which you are applying:	
Where did you see this job advertised?	

PERSONAL INFORMATION	
Title:	
Surname:	
Forenames: (Please underline known name)	
Any other surnames used:	
Date of birth:	
NI number:	
Current address:	
Postcode:	
Telephone number	Home: Work: Mobile:
Email address:	

<p>Previous address history:</p> <p>(If resident at current address for <u>less than five years</u>, please provide all addresses during this period, stating clearly the dates from and to)</p> <p>Please continue on a separate sheet if necessary.</p>	
<p>Are you eligible for employment in the UK?</p>	Yes / No
<p>Do you require a work permit to work in the UK?</p>	Yes / No
<p>Have you read the School's Safeguarding (Child Protection) Policy which is available on our website?</p>	Yes / No

ONLINE PROFILE

Candidates are advised that the School will conduct an online search of all candidates who are shortlisted for interview. This search is carried out as part of our safer recruiting procedures in line with Keeping Children Safe in Education (KCSIE). Full details on the purpose and parameters of this search can be found on the Vacancies page of the School website or on request from the Director of HR.

You (and all other candidates) are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.

You are not required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

Please provide the information requested above here:

COMPLETE EDUCATION HISTORY

Please list in chronological order (most recent first), details of **ALL** education/training including secondary education. Provide where appropriate explanations for any periods where not in employment or education and in each case reasons for leaving.

Dates from (month and year)	Dates to (month and year)	Education provider

COMPLETE EMPLOYMENT HISTORY

Please list in chronological order (most recent first), details of **ALL** employment. Provide where appropriate explanations for any periods where not in employment and in each case reasons for leaving.

Dates from and to (month and year)	Job title	Employer	Reason for leaving

QUALIFICATIONS		
Please list all academic, vocational and professional qualifications and dates, including any you are currently studying for.		
Qualification (including subjects, grades, honours)	Awarding body	Date of award

OTHER TRAINING		
Please give details of training you have undertaken which is relevant to this post		
Training/Course title	Provider	Dates

WORK EXPERIENCE

Please give details of your present and previous work experience. A brief career history, including positions of responsibility and achievements you may feel of interest.

What is your current notice period?

Please state your current full-time (or equivalent) salary

CONTACTS WITHIN SCHOOL

Please indicate if you have any contacts within the school.

REFEREES	
The first reference should be your present or most recent employer. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children. <i>References will not be accepted from relatives or referees writing solely in the capacity of friend.</i>	
Referee 1 Name of Referee and his or her job title:	
Capacity in which you are known to this Referee:	
Address of Referee:	
Telephone number:	
Email address:	
PERMISSION TO SEEK REFERENCE	
References may be taken up at any point during the recruitment process including prior to offer of an interview and / or offer of employment. If you require us to obtain your permission prior to seeking the reference detailed above please tick the box: <input type="checkbox"/>	

Referee 2 Name of Referee and his or her job title:	
Capacity in which you are known to this Referee:	
Address of Referee:	
Telephone number:	
Email address:	
PERMISSION TO SEEK REFERENCE	
References may be taken up at any point during the recruitment process including prior to offer of an interview and / or offer of employment. If you require us to obtain your permission prior to seeking the reference detailed above please tick the box: <input type="checkbox"/>	

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 relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar. If you would like to discuss this beforehand please telephone in confidence to the Bursar for advice. The School complies with the Rehabilitation of Offenders Act (1974).

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013, 2020 and 2023) 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 & Barring Service website www.gov.uk/db

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

As this role involves engaging in regulated activity relevant to children please note that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

I have not been disqualified from working with children, I am not prohibited from working with children and I am not subject to any sanctions imposed by a regulatory body.

and either (please delete as appropriate)

I have no convictions, cautions or bind-overs

or

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'confidential'.

I certify that the information given on this form is, to the best of my knowledge, true and complete:

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.

Signed:

Date:

DATA PROTECTION ACT

The information given by you in this application form will be held in compliance with the requirements of GDPR and the Data Protection Act 2018. Application forms and any interview/selection notes will be disposed of after 12 months. Please tick this box if you **do not** want us to keep your application form.

Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.