



Clovelly House

## CLOVELLY HOUSE SCHOOL

Clovelly,  
Merrylees Road,  
Thornton  
Leicestershire. LE67 1AP  
Telephone: 01455 828003  
Email: [office@clovellyhouse.co](mailto:office@clovellyhouse.co)  
Website: [www.clovellyhouse.co](http://www.clovellyhouse.co)

### **PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM.**

Completing this application form is the first step in the recruitment process which may lead to an interview and the possible offer of employment. It is therefore most important that you complete ALL sections of the application form as fully and accurately as possible. If some parts are not relevant, write 'not applicable' or 'N/A' in that space. Please write in black or blue ink, as these forms will be photocopied.

**Safeguarding** - Clovelly House management and staff are committed to safeguarding and promoting the welfare of children. We are continuously developing and improving our robust safeguarding processes and procedures to promote a culture of safeguarding.

**You must not send us your CV instead of filling in the application form**, it will not be considered as a substitute during the selection process.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND MAY BE REJECTED WITHOUT FURTHER CONSIDERATION.

If there is anything on the form that you don't understand, please contact Jennifer Collighan at Clovelly School, who will be happy to help you. You will be advised of the outcome of your application in writing.

### **APPLICATION FOR THE POST OF:**

### **1. PERSONAL**

*Surname:*

*Title:*

*Forenames:*

*Former Names:*

*National Insurance No.:*

*Home Address:*

*Postcode:*

*Home Telephone No.:*

*Mobile Telephone No.:*

*Email Address:*

Please indicate whether you have any family or close relationships with existing employees or employers or Students of Brythan House Limited?

*DfE Reference No.:*

*Social Work Reference No.:*

*For Qualified Teachers Only*

*For Registered Social Workers Only*

Are you registered with the GTC for England? *(Teachers Only)*

Do you have Qualified Teacher Status (QTS)? *(Teachers Only)*

Do you have Qualified Teacher Learning and Skills Status (QTLS) *(Teachers Only)*

Have you live outside of the UK during the last 10 years for more than 12 months?	
Do you hold a full and valid driving licence?	
Do you own a roadworthy motor vehicle?	
Summary of Entitlement (e.g. B,BE,C1,C1E,D1,D1E, f,k,l,n,p):	
Do you have any endorsements?	
Have you lived outside the UK either consecutively or non-consecutively for more than twelve months consecutively during the last ten years. Please give details below:	

*\*Please provide additional information on a separate sheet*

## 2. EDUCATION

<b>School / College</b> (including addresses)	<b>Dates</b> (From / To)	<b>Qualifications*</b>	<b>Grade/Level</b>	<b>Awarding Body</b>	<b>Date of Award</b>
<b>Further / Higher Education</b>	<b>Dates</b> (From / To)	<b>Qualifications*</b>	<b>Grade/Level</b>	<b>Awarding Body</b>	<b>Date of Award</b>
<b>Other Training</b>	<b>Dates</b> (From / To)	<b>Relevant Certification / Qualifications*</b>	<b>Grade/Level</b>	<b>Awarding Body</b>	<b>Date of Award</b>

Please continue on a separate sheet if required

\* Proof of qualifications may be required at interview.

### 3. CURRENT OR MOST RECENT EMPLOYER

Name and Address of Employer	Job Title	Dates (From / To) incl. day*/month/year	Salary	Specific Reason For Leaving
				Notice Period:
Contact Person:		Position:		
Contact Telephone Number:		Email address:		
Do we have your permission to contact this person if you are short listed for a position?				

Please give a brief description of your current duties and responsibilities

--

Were you subject to any disciplinary procedures / allegations related to children or vulnerable adults during your period of employment?			
--	--	--	--

Name and Address of Employer	Job Title	Main responsibilities of the role	Dates (From / To) incl. day*/month/year	Specific Reason For Leaving

Please continue overleaf if required

<i>Name and Address of Employer</i>				<i>Job Title</i>	<i>Main responsibilities of the role</i>	<i>Dates (From / To) incl. day*/month/year</i>	<i><b>Specific Reason For Leaving</b></i>

*Please continue overleaf if required*

<i>Name and Address of Employer</i>				<i>Job Title</i>	<i>Main responsibilities of the role</i>	<i>Dates (From / To) incl. day*/month/year</i>	<i><b>Specific Reason For Leaving</b></i>
	No						

*Please continue on a separate sheet if required*

***Please explain any gaps in your employment history since leaving secondary education*** (excluding periods of full-time education highlighted above).

## **5. PERSONAL STATEMENT**

*Please use this space to highlight any personal qualities and experience you believe will support your application for this post. **Please take the time to read the job description and person specification as they list the qualifications, skills, knowledge and experience relevant to the job.***

## **6. LEISURE INTERESTS** *including hobbies, membership of clubs/organisations etc.*

## 7. REFERENCES

Please note we always seek a reference from your current or most recent employer, so we ask that you provide the names of two additional persons who are able to comment on your suitability for this post.

Preferred referees would include previous employers or professionals who have known you personally for at least two years. References will not be accepted from relatives or family members.

Clovelly House School may also seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences related to children and whether you have been subject to any child protection concerns and if so, the outcome of any enquiry or disciplinary action. If you are not currently working with children but have done so in the past, that previous employer may be asked about these issues.

**Please use ONE referee NOT associated with your current or most recent employment.**

Name:			
Position:			
Organisation:			
Address:			
		Postcode:	
Contact Telephone Number:			
Mobile Telephone Number:			
Email Address:			
In what capacity do you know this person?			
Do we have your permission to contact this person if you are short listed for a position?			
Name:			
Position:			
Organisation:			
Address:			
		Postcode:	
Contact Telephone Number:			
Mobile Telephone Number:			
Email Address:			
In what capacity do you know this person?			



<b><i>Do we have your permission to contact this person if you are short listed for a position?</i></b>	
Name:	
Position:	
Organisation:	
Address:	
	Postcode:
Contact Telephone Number:	
Mobile Telephone Number:	
Email Address:	
In what capacity do you know this person?	
<b><i>Do we have your permission to contact this person if you are short listed for a position?</i></b>	

## 8. DECLARATION OF CRIMINAL OFFENCES

***PLEASE READ THESE ADVISORY NOTES BEFORE COMPLETING THIS SECTION***

### **Convictions and 'Spent' Convictions of a Criminal Nature**

You will appreciate that we must be particularly careful to enquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, the Police Act 1997 as amended by Part V of the Protection of Children Act 1999. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question below "Have you ever been convicted of a criminal offence\* or been given a caution, reprimand, warning or bind-over?" ("yes" or "no").

If the answer is "yes", you must give details in a separate, sealed envelope marked 'confidential' and attached to the application.

In accordance with the recommendations of the Home Office, ***all successful candidates for all posts where there is to be contact with children, will be subject to an Enhanced Disclosure from the Disclosure and Barring Service***, regardless of the answer given to the question concerning previous convictions.

The Disclosure and Barring (DBS) provides details of a person's criminal records including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) and includes both 'spent' and 'unspent' convictions. The Enhanced Disclosure will also contain details from the DBS's children's barred list and information held by local police forces.

Yes	No
-----	----

(a) Have you ever been convicted of a criminal offence* or been given a caution, reprimand, warning or bind-over? (please tick ✓ as appropriate)		
--	--	--

\*Please note that the term 'criminal offence' includes any driving offences (incl. speeding)

(b) Have you ever had any child removed from your care by the order of any court? (please tick ✓ as appropriate)	Yes	No

(c) Have you ever had registration for child minding or provision of a day care or nursery service refused or cancelled? (please tick ✓ as appropriate)	Yes	No

(d) Have you ever been disqualified from acting as a private foster parent? (please tick ✓ as appropriate)	Yes	No

(e) Have you ever been refused an application to become a foster carer or had approval as a foster care or day care provider withdrawn? (please tick ✓ as appropriate)	Yes	No

(f) Have you ever been disqualified or refused registration for running a private or voluntary children's home? (please tick ✓ as appropriate)	Yes	No

(g) Do you live in the same household as another person who is disqualified from caring for children, or live in a household where a disqualified person is employed? (please tick ✓ as appropriate)	Yes	No

(h) If appointed, do you give consent for the information supplied in (a) and (b) above being verified by the Police? (please tick ✓ as appropriate)	Yes	No

(i) If appointed, do you agree to register with the DBS "Update Service" and give permission for the school to carry out online Status checks on an annual basis to verify that your DBS certificate is still current?	Yes	No

If 'Yes' to 8a or 8b, please provide full details under Section 9 'Additional Information' (including dates and details of conviction/caution etc., court, nature of offence and sentence imposed).  
If you have answered yes to any other question under 8 above, please provide details below.

## 9. ADDITIONAL INFORMATION

Please use this section to provide any additional information you consider relevant **including details of any criminal offence, caution, reprimand, warning or bind-over?**

I hereby confirm that to the best of my knowledge the details given in this application form are true.  
I understand that failure to disclose information or the provision of incorrect information is an offence and may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to summary dismissal at a later date and possible referral to the police.

<i>Signature:</i>	<i>Date:</i>
-------------------	--------------