



## Application Form



Gresham's is a historic and vibrant co-educational school, founded in 1555. Gresham's is set in 200 acres and enviably located between the award-winning coast and countryside of north Norfolk in an Area of Outstanding Natural Beauty, where we are inspired to bring out the best in each other.

Gresham's School offers education to boys and girls from the age of two in our Nursery and Pre-Prep to Sixth Form students, from across the UK and overseas.

In 2016, Gresham's was awarded an 'Excellent' rating across all nine categories in all three schools following an Independent Schools Inspectorate visit, which is testament to our progressive academic curriculum, high-quality teaching and excellent pastoral care.

At Gresham's, pupils are prepared for rewarding personal and professional lives with the intellectual, personal and social qualities and skills needed to make a positive difference to the communities in which they live. We are immensely proud of their enthusiasm, commitment and generosity towards each other.

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*Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

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Gresham's School is legally required to carry out a number of pre-appointment checks which are detailed in our Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that we can comply with those legal obligations should your application be successful.

**Position applied for:**

**Section 1: Personal details**

Title:	Forenames:	Surname:	
Date of birth:		Former name:	
		Preferred name:	
Teacher registration number (if applicable):		National Insurance number:	
Address:		Telephone number(s):	
		Home:	
		Work:	
		Mobile:	
		Email address:	
Are you eligible for employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:			
Do you have Qualified Teacher status?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you read our School's child protection policy?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Section 2: General Information

Please state any special facilities you would like us to provide to help you attend or participate in an interview (For example, literature in Braille, hearing equipment, help with stairs, etc.):

You will be asked to complete a medical questionnaire and may be subject to a medical examination if your application is successful.

Are you eligible for employment in the UK?

Yes

No

If no, please provide details:

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes

No

If yes, please provide details:

If your application is successful:

Would you require a work permit prior to taking up employment?

Yes

No

When would you be available to start employment?

Current salary?

£

Please give details of any family or close relationship to existing or past employees (including Governors):

Do you hold a current driving licence?

Yes

No

Points on Licence:

Is it a full/provisional/LGV/PCV licence? **(delete as appropriate)**

### Section 3: Sanctions, restrictions and prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership ( <b>NCTL</b> )), any equivalent body in the UK or a regulator of the teaching profession in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of a direction under section 142 of the Education Act 2002(Children's Barred List)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.</b>		

## Section 4: Education

Please start with most recent

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From: dd   mm   yy To: dd   mm   yy				
	From: dd   mm   yy To: dd   mm   yy				
	From: dd   mm   yy To: dd   mm   yy				

**Section 5: Other vocational qualifications, skills or training**

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

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**Section 6: Employment**

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended  
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Reason for seeking other employment:

**Section 7: Previous employment and / or activities since leaving secondary education**

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving
From: dd   mm   yy To: dd   mm   yy			
From: dd   mm   yy To: dd   mm   yy			
From: dd   mm   yy To: dd   mm   yy			

**Section 8: Gaps in your employment**

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

### **Section 9: Interests**

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to Gresham's for the purposes of enriching its extra-curricular activity.

## **Section 10: Suitability**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

## Section 11: Criminal record

Gresham's applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for Gresham's to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position with us.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with us is conditional upon Gresham's being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

Gresham's School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form).**

If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in our recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).**

Yes

No

Is there any relevant court action pending against you?

Yes

No

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

## Section 12: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer.

If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

We intend to take up references on all shortlisted candidates before interview. Gresham's reserves the right to take up references from any previous employer.

If we receive a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas we may take up references from your overseas employers.

**We may also telephone your referees in order to verify the reference they have provided.**

Referee 1	Referee 2
Name:  Organisation:  Address:	Name:  Organisation:  Address:
Telephone number:  Occupation:	Telephone number:  Occupation:
May we contact prior to Interview?  Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview?  Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section 13: Recruitment

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

A copy of our recruitment policy and child protection policy is available for download from Gresham's main website. Please take the time to read them.

If your application is successful, we will retain the information provided in this form (together with any attachments) on your personnel file.

If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.

### How we use your information

Information on how we use personal data is set out in Gresham's Privacy Notice, which can be found here <https://www.greshams.com/site-services/privacy/>.

### Section 14: Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.

Signed:

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Date:

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Where this form is submitted electronically and without signature, electronic receipt of this form by Gresham's School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.

## Appendix 1 Spent convictions and the DBS filtering rules

### Spent convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order

Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

### Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.