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| CONFIDENTIAL Place Image Here  **APPLICATION FORM FOR THE POST OF** | | | | | | | |
| **Personal Details** | | | | | | | |
| Forenames: | | | | | Surname:  Previous Surnames: | | |
| Nationality: | | | | | Type of Sponsorship (if applicable): | | |
| Mr/Mrs/Miss/Ms/Dr | | | | | Date of Birth: | | |
| Address: | | | | | Contact Details:  Home: …………………………………………….  Work: …………………………………………….  Mobile: …………………………………………….  E-Mail: …………………………………………….  Can you be contacted at work? Yes/No | | |
| Marital Status: | | Number of Children:  Ages of Children: | | |
| Do you hold a current full driving licence?  Yes/No | | | | | Oman National ID Number (if applicable):  DFE Number (if applicable): | | |
| Employment Details | | | | | | | |
| Current (or most recent) Employment: | | | | | | | |
| Job Title: | | | | | | | |
| Name of Employer:  Address:  Type of School1:  Age Range1:  Number of Pupils Enrolled1:  *1If applicable* | | | | | | | |
| Date Commenced: | | | Reporting To: | | Notice Period Required: | | |
| Reason for Leaving: | | | | | | | |
| **Breakdown of Present Salary and Allowances** | | | | | Total Salary: | | |
| Basic: | Accommodation: | | | Transport: | School: | Medical: | Bonus: |



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| --- | --- | --- | --- | --- | --- | --- |
| Briefly outline the major tasks and responsibilities in your current role | | | | | | |
|  | | | | | | |
| **Employment History (Most recent first)** | | | | | | |
| Name of Employer:  Address:  Type of School1:  Age Range1:  Number of Pupils Enrolled1: | From-To | | Job Title and Main Responsibilities | | | Reason for Leaving |
| Name of Employer:  Address:  Type of School1:  Age Range1:  Number of Pupils Enrolled1: | From-To | | Job Title and Main Responsibilities | | | Reason for Leaving |
| Name of Employer:  Address:  Type of School1:  Age Range1:  Number of Pupils Enrolled1:  *1If applicable* | From-To | | Job Title and Main Responsibilities | | | Reason for Leaving |
| **Please tell us why you have applied for the post and give examples of things you have done that make you particularly suited to the job? Do not surpass the length of this page (one A4 side).** | | | | | | |
|  | | | | | | |
| **Education/Training & Development Details** | | | | | | |
| **Secondary Education History** | | | | | | |
| Establishment | | From-To | | Qualification Awarded (Subject & Level) | | |
|  | |  | |  | | |
| **Further/Higher Education History** | | | | | | |
| Establishment | | From-To | | Qualification Awarded (Subject & Level) | | |
|  | |  | |  | | |
| **Professional Qualifications/Membership of Professional Bodies** | | | | | | |
| Professional Body/Organisation | | From-To | | Programme/Qualification | | |
|  | |  | |  | | |
| **Supplementary Information** | | | | | | |
| **References**  Please supply the details of three referees and state in what capacity the referee knows you. At least one should be your present (or most recent) employer and another should be a person who can comment from a different perspective on your performance in your current/previous role(s). | | | | | | |
| Name: | | Name: | | | Name: | |
| Job Title: | | Job Title: | | | Job Title: | |
| Company: | | Company: | | | Company: | |
| Address: | | Address: | | | Address: | |
| Tel No:  Email: | | Tel No:  Email: | | | Tel No:  Email: | |
| Relationship: | | Relationship: | | | Relationship: | |

If you do not wish us to contact your referee(s) without your prior consent, please place an asterisk against their name(s).

|  |
| --- |
| **Where did you see this post advertised?** |
|  |
| **Convictions** |
| Have you ever been found guilty of a criminal offence?  **Yes/No**  **All applicants are required to complete Appendix A.**  Previous convictions will not automatically bar candidates and convictions will only be considered in relation to the post for which you have applied. Successful applicants from the UK will be required to provide an enhanced DBS that’s no more than 6 months old. Applicants from overseas will be expected to provide the equivalent from their last country of residence. |

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| **Data Protection Act (1998)** |
| Information from this form will be processed in accordance with the UK Data Protection Act 1998. By signing this form, I agree to this data being held and processed by Cheltenham Muscat and its affiliates. If I am appointed to the post, I also agree to further information, including sensitive data (e.g. bank details, medical information etc) being held and processed by Cheltenham Muscat and its affiliates, in accordance with the Act. |
| **Internet Search and Social Media Check** |
| The School may carry out an internet search and social media check on shortlisted candidates. The purpose of this is to help identify any incidents , issues or concerns relating to the candidate’s suitability to work in an environment with children and behaviour that does not support good safeguarding principles. Any concerns will then be explored at interview and prior to appointment. By submitting an application, the candidate is consenting to these checks being carried out. |
|  |
| **Safeguarding** |
| Cheltenham Muscat is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment.The post is subject to applicants providing a satisfactory Police Clearance Certificate (an ICPC certificate if applying from the UK) from their home country that is less than 6 months old.  By applying to this post, you agree to your data being held and processed by Cheltenham Muscat and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by Cheltenham Muscat and its affiliates. |
|  |
| I confirm that the information given by me is correct. I understand that if I give false information or withhold relevant information it could result in my dismissal.  Signature of Applicant: ………………………………………………………………………..  Date: …………………………………………………. |

**Please return your completed application form to:** [**careers@cheltenhammuscat.com**](mailto:careers@cheltenhammuscat.com)



**APPENDIX A**

**CRIMINAL RECORD SELF**

**DECLARATION FORM**

You must complete all sections. You are then required to sign and date the declaration form and return the form to the HR department.

|  |  |
| --- | --- |
| Section 1 | |
| Name |  |
| Role Applied for |  |
| Start Date |  |

|  |  |  |
| --- | --- | --- |
| Section 2 | | |
| Have you received a conviction, caution, reprimand or a warning which has been recorded on a police central record, (includes ‘spent’ and ‘unspent’ convictions) or has any information been held locally by police forces that are grounds to be considered relevant, since your last declaration? | Yes  Provide the relevant information below. | No  Please go to Section 3 of the form. |

|  |  |  |
| --- | --- | --- |
| Date of Offence | Offence | Conviction/Pending |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Date of Caution | Reason for Caution |
|  |  |
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| Section 3 | | |
| Do you wish to provide further information? | Yes  Provide the relevant information below | No  Please go to Section 4 of the form. |

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| Additional Information: |
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| Section 4 |

**Declaration**

I declare that the information I have provided in relation to criminal convictions, prosecutions pending, and cautions is accurate.

I agree that further enquiries that are considered necessary may be undertaken, including a full police check.

NAME (please print) …………………………………………..

Signature …………………………………………..

Current address …………………………………………..

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…………………………………………..

Date …………………………………………..