



## APPLICATION AND SAFEGUARDING INFORMATION FORM

# TIFFIN SCHOOL

### POST APPLIED FOR:

Personal Details			
Surname:		National Insurance number:	
Title: (Mr, Mrs, Ms, Dr, Other)		Qualified to work in the UK?	YES/NO
First name/s:			
Previous names:			
Address:			
Postcode:		Home tel. no.:	
Mobile tel. no.:		Work tel. no.:	
Email address:			

### Education and Training

#### A. Education

Name of institution (give dates):

1.

2.



## Professional Training and Development

Give details of relevant courses and training undertaken in the last five years:

Dates and duration	Title of course / training (incl. Home Study and Distance Learning)	Name of provider eg, LA, College etc	Qualification obtained (if any)

## References

Please give the names and addresses of two employment referees who can be consulted regarding your professional ability for the post. We reserve the right to request these. References will be taken up before an offer of employment is made, unless you specify otherwise. These may be requested before interviews.

1.	Name: Title: Relationship to applicant:	Address:  Email: Telephone number:
2.	Name: Title: Relationship to applicant:	Address:  Email: Telephone number:
If you do not wish us to contact your referees without your prior agreement, please tick the box		<input type="checkbox"/>

## Personal Statement

Please use this section to explain in detail how you meet all the requirements of the Person Specification and why you consider yourself suitable for the post.

## Protection of Children

### DISCLOSURE OF PERSONAL RELATIONSHIPS/INTERESTS

Are you related to or have any personal relationship with an employee of the school or member of the governing body relevant to this appointment?	Yes/No
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If yes, please state the name, relationship and position held:

The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- convictions
- cautions
- warnings
- reprimands
- binding over or other orders
- pending prosecutions
- criminal investigations

that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

This information will be treated in full confidence and will be used only in relation to this specific application. Having convictions will not necessarily restrict you from working with us, as the assessment criteria will take into account:

- The duties and responsibilities of the position
- The nature and age of any conviction
- The circumstances and background leading to the offence

Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. If you are to be recommended for the post you will be subject to an Enhanced disclosure from the Disclosure and Barring Service (DBS).

<b>Do you have information relevant to the above to declare?</b>		Yes/No
Date	Offence	Sentence
Have you had an enhanced DBS check in the past two years?		Yes/No
Please state reference number and date of issue:		

## Declaration

I hereby give my consent for Tiffin School to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation.

The information supplied by you will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By submitting this application form you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

**Signature:**

**Date:**

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to enhanced child protection screening including checks with past employers and the Disclosure and Barring Service (DBS).

**Please return your application electronically to vacancies at [vacancies@tiffin.kingston.sch.uk](mailto:vacancies@tiffin.kingston.sch.uk) or by post to The Headteacher, Tiffin School, Queen Elizabeth Road, Kingston upon Thames, KT2 6RL by the closing date.**

# TIFFIN SCHOOL

## For Monitoring Purposes only

Do you have a disability?	YES / NO
If "Yes" please give details of your disability, <i>irrespective</i> of whether or not it affects the way you carry out the duties of your job.	

### Ethnic Background

*Please tick in box E by the description which you consider best describes your ethnic background:*

A	B/C	D	E
Main Category	Sub/Extended Categories	Entry Code	
<b>White</b>	English	WENG	
	Scottish	WSCO	
	Welsh	WWEL	
	Other White British	WOWB	
	Irish	WIRI	
	Traveller of Irish Heritage	WIRT	
	Albanian	WALB	
	Kosovan	WKOS	
	White European	WEUR	
	White Other	WOTW	
	Gypsy / Roma	WROM	
<b>Mixed / Dual Background</b>	White and Black Caribbean	MWBC	
	White and Black African	MWBA	
	White and Asian	MWAS	
	Any Other Mixed Background	MOTH	
<b>Asian or Asian British</b>	Indian	AIND	
	Pakistani	APKN	
	Bangladeshi	ABAN	
	Other Asian	AOTA	
<b>Black or Black British</b>	Caribbean	BCRB	
	African	BAFR	
	Any Other Black Background	BOTH	
<b>Chinese</b>	Chinese	CHNE	
<b>Any Other Ethnic Group</b>	Korean	OKOR	
	Any Other Ethnic Group	OOEG	

Name .....

Signed ..... Date .....