**Safer Recruitment Application Form**

All sections of this form must be fully completed and emailed to [rrhh@shackletonschool.com](mailto:rrhh@shackletonschool.com) with your letter of application showing how you meet the person specification and CV is you wish. The letter of application should be no more than two sides of A4 type in font size 11.

|  |  |
| --- | --- |
| **Post applied for:** |  |

**Personal Details**

|  |  |
| --- | --- |
| **First name** |  |
| **Surname(s)** |  |
| **Any former names:** |  |
| **Current address:** |  |
| **Postcode:** |  |
| **Contact telephone number:** |  |
| **Email address:** |  |

**Working in Spain**

|  |  |
| --- | --- |
| **Are you eligible to live and work in Spain?** | Yes/No |
| **Do you require a work permit or visa to live and work in Spain?** | Yes/No |
| **DNI / TIE / Passport Nº** |  |
| **Spanish social security number** |  |
| **Date of birth** |  |

**Most Recent/Current Employer**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name of Employer** | **Reason for leaving** |
|  | Telephone:  Email: |  |

**Employment History**

*Please give details of your employment history, including paid and voluntary work, since leaving school.*

|  |  |
| --- | --- |
| **Dates** | **Name of Employer and Contact Details** |
|  |  |
| **Reason for leaving** |  |
| **Dates** | **Name of Employer and Contact Details** |
|  |  |
| **Reason for leaving** |  |
| **Dates** | **Name of Employer and Contact Details** |
|  |  |
| **Reason for leaving** |  |
| **Dates** | **Name of Employer and Contact Details** |
|  |  |
| **Reason for leaving** |  |

**Gaps in Employment History**

*If relevant, please provide details of any gaps in your employment history with dates.*

|  |  |
| --- | --- |
| **Dates** | **Reasons for employment gaps** |
|  |  |
|  |  |

**Academic and Professional Qualifications**

*Please list qualifications that are relevant to the role for which you are applying. Teachers should state their teaching qualification in this section (e.g., QTS, PGCE etc).*

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| --- | --- | --- |
| **Date Awarded** | **Name of Qualification** | **Awarding Body** |
|  |  |  |
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**Referees**

*Please give the details of two referees. One of these must be your current line manager and/or last employer. Be aware that the school may contact referees at the shortlisting stage.*

|  |  |
| --- | --- |
| **REFERENCE 1** | |
| **Referee’s name:** |  |
| **Position:** |  |
| **Employer’s name and address** |  |
| **Email address:** |  |
| **Telephone:** |  |
| **How long have they known you?** |  |
| **Your relationship to the referee:** |  |

|  |  |
| --- | --- |
| **REFERENCE 2** | |
| **Referee’s name:** |  |
| **Position:** |  |
| **Employer’s name and address** |  |
| **Email address:** |  |
| **Telephone:** |  |
| **How long have they known you?** |  |
| **Your relationship to the referee:** |  |

**Self-Declaration of Criminal History**

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable for working with children and young people.

|  |  |
| --- | --- |
| I understand that I will be asked to disclose any information that would make me unsuitable for working with children and young people if shortlisted. | Yes / No |

**Data Protection**

The personal data provided in this application will be used for recruitment purposes. If your application is successful, the personal data will be stored and used for payroll and personnel administration. Personal data held about unsuccessful candidates will be destroyed unless consent is given to retain these for future recruitment purposes.

|  |  |
| --- | --- |
| I have read and understood the data protection information | Yes / No |

**Candidate’s Declaration**

|  |  |
| --- | --- |
| I confirm that, to the best of my knowledge, the information provided in my application is accurate. | Yes / No |
| I understand that the school may not continue with the recruitment process if any of the information in the application form is found to be inaccurate or false. | Yes / No |
| I understand that, in the course of future employment, information in the application form is found to be inaccurate or false it may lead to dismissal. | Yes / No |

**Signed:**

**Date:**

*Shortlisted candidates will be asked to sign a physical copy of this document.*

**Please remember to attach this form and your letter of application when emailing your application to** [**rrhh@shackletonschool.com**](mailto:rrhh@shackletonschool.com)**.**