|  |  |
| --- | --- |
| Internal Application |  |



Please complete all sections of this Form

|  |
| --- |
| The College is legally required to carry out a number of pre-appointment checks which are detailed in the College's Safer Recruitment policy. The information you are being asked to provide in this form is required so that the College can comply with those legal obligations should your application be successful. Please note that in order for to be considered for a position at the College, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form, but may accompany this form. |
| **Position applied for:** |  |

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Address |  |
| Forename |  |  |
| Surname |  |  |
| Previous Surnames |  | Post Code |  |
| Preferred Name |  | National Insurance Number |  |
| Contact number |  | Email address |  |
| DFE No (if applicable) |  | Do you have the right to work in the UK? If so, please give details on eligibility |  |
| Are you registered with the general Teaching Council for England?  |  | Do you have Qualified Teacher Status?  |  |
| Have you read the College’s child protection policy?  |  |

|  |
| --- |
| **Professional Memberships** |
| Please list all current professional memberships.  |
| Membership name |  |
| Start date |  |

|  |  |
| --- | --- |
| Membership name |  |
| Start date |  |

|  |  |
| --- | --- |
| Membership name |  |
| Start date |  |
|  |
|  |
| **Supporting statement** |
| Please set out briefly how your expertise and experience match the requirements outlined in the Job Description for this post. Describe the 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. |
|  |
| What are your salary expectations for the role? |  |

|  |
| --- |
| **Interests** |
| Please give details of any interests, hobbies or skills that you could bring to the role for the purposes of extra-curricular activity. |
|  |

# Reference

Please supply the name and contact details of the appropriate line manager or Head of College (if teacher transfer applies) who we may contact for an internal reference.

**The College has a regulatory duty to obtain references prior to interview, by providing these details you are consenting to the College contacting your referees. If there are any issues with this please contact myfuture@cliftoncollege.com.**

|  |
| --- |
| **Current / most recent employer referee** |
| Referee name |  | Occupation |  |
| Organisation |  | Reference type |  |
| Email address *(must not be a personal email address)* |  | Contact number |  |
| How do you know this person? |  | Can we contact your referee prior to interview?If not please explain why |  |
| **Consent** |
| \*I consent to the College processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process; and my on-going employment.\*I consent to the College making direct contact with the person specified as my referee to verify the reference. |
| As this form is submitted electronically and without signature, electronic receipt of this form by the College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above. |
| Can you confirm that the details in this form are correct? |  |
| Applicant’s Full Name |  |
| Today's date |  |

It is the College's 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.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the College’s Safer Recruitment Policy (which includes the College's 'Policy on the recruitment of ex-offenders'), and Safeguarding and protecting children policy is available for download from the College’s website. Please take the time to read them.

If your application is successful, the College will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. 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 the School uses personal data is set out in the School's Privacy Notice, which can be found on the College’s website