



Job Title

Name of Applicant:

Date:

Position applied for: Marketing Manager

Completing your application form

- Please complete the application form electronically in full. It is an essential part of our selection process and the information you give will help us to select candidates for interview. Please note that you are not limited by the size of the answer boxes; they will expand.
- Save your completed form as a PDF document.
- Please do not enclose a curriculum vitae (CV).
- Please send a letter with your application form addressed to the Head. We recommend that this should be between one and two pages long and should cover:
 - what attracts you to the position,
 - how you feel your experience, skills and personal qualities qualify you to take on the role,
 - any other information you would like the selection panel to know.
- Please email your completed application form and letter to recruitment@grange.org.uk
- An information pack can be downloaded from www.grange.org.uk in the Join Our Team section.
- All applications received by The Grange School are handled in accordance with the requirements of the Data Protection Act 1998.

1. Personal Information

Title:	Surname:	
	Forenames:	Preferred Name:
Any Previous Surname(s):		
Address:		
Please asterisk the telephone number you would prefer us to contact you on		
Tel No (Home):		
Tel No (Work):		
Mobile No:		
Email:		

2. Education and Qualifications – Please state your qualifications to date.

Senior school(s) attended	Dates: mm/yy From To		GCSE's or equivalent, dates awarded	Grades
Other achievements/interests at school:				

Senior school(s) attended	Dates: mm/yy From To		A levels or equivalent, dates awarded	Grades
Other achievements/interests at school:				

University or other Higher Education institution	Dates: mm/yy From To		Degree and Awarding Body, dates awarded	Class
Other achievements/interests at university:				

Other awards, qualifications and courses attended (please include any CPD)				
College, Education Centre or Institution	Dates From To		Award/Course Title and Qualification	

Publications: Please include details of any publications, for example newspaper, magazine or website articles you have written or contributed to:
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Teaching jobs only (delete Yes/No as appropriate)

Teachers RP Number (if applicable)	
Are you registered with the GTC for England?	Yes/No
Do you have qualified Teacher status?	Yes/No

3. Employment History

Starting with your current / most recent position, please provide details of your employment since leaving full-time education.

Note: To satisfy the requirements for safer recruitment we need to ask for your full employment record. Any gaps between jobs or between finishing education and first employment should be added in Section 4.

Current Position			
Dates of Employment			
From mm/yy:		To mm/yy:	
Name and Address of Employer:			
Job Title and brief summary of main responsibilities of the position:			
If applicable, please describe the type of school including age range, number of pupils, boarding, day, co-ed etc.:			
Current salary and package:			
Notice period:			
Reason for seeking other employment:			

Previous Positions – starting with most recent

Dates of Employment:	Name and Address of Employer:	Job Title and brief summary of main responsibilities:	Reason for leaving
From and To mm/yy			

4. Gaps in employment

Please give details of any gaps in employment since leaving full-time education

Start date mm/yy	Finish date mm/yy	Reason

5. Interest and activities

Please tell us about your interests and activities outside work

6. Personal Statement

Please outline how your education, skills and experiences will contribute to you successfully undertaking this post.

7. Referees

Please provide the names and addresses of two referees (at least one to be from your current or most recent employer).

Name:
Address:
Tel No:
Email:
Occupation:
Professional relationship to applicant:

Name:
Address:
Tel No:
Email:
Occupation:
Professional relationship to applicant (if applicable):

Important: we will seek your verbal permission to approach your referees prior to interview.

Other information

Equal opportunities

The Grange School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.

Working in the UK	
	Yes / No – please delete as appropriate
Do you have any restrictions on taking up employment in the UK?	Yes / No
If you have answered yes, please answer the following two questions:	
1. Do you require a work visa to be employed in this country?	Yes / No
2. If you possess a work visa please give details:	Yes / No
Reasonable adjustments	
Do you have any disability that may require reasonable adjustments to be made during the selection process? If yes, please give details below:	Yes / No
Conflict of interest	
Do you have any connection with The School you have applied for? If yes, please provide brief details below:	Yes / No

Safer recruitment and the requirement for enhanced Disclosure and Barring checks

The Grange School is a “registered body” under the Police Act 1997 because employment there involves access to children under the age of eighteen. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) and a check against the Children’s Barred List before an offer of employment. You will need to apply for a new disclosure, even if you already hold one. Former members of staff who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of three months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Additional Identification	
Date of Birth (dd/mm/yy):	
National Insurance Number:	
DfE Number (if applicable):	
Do you hold a valid current driving licence?	
Disclosure and barring checks	Yes / No – please delete as appropriate
Have you ever been convicted of a criminal act? (This employment is not covered by the Rehabilitation of Offenders Act 1974 and all convictions, cautions and binding-over orders must be disclosed)	Yes / No
Is there any reason why you may not be suitable to work with children or vulnerable adults? If yes, please explain:	Yes / No
Have there been any Child Protection concerns/investigations about you in the past? If yes, please explain:	Yes / No
Have you lived abroad for a period of three months or longer within the last five years? If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies.	Yes / No

Declarations

I confirm that this information is, to the best of my knowledge, true and complete.

* I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and binding-over orders, including those regarded as ‘spent’ must be declared. I have not been disqualified from working with children, am not named on the Children’s Barred List, am not subject to any sanctions imposed by a regulatory body (e.g. The National College of Teaching and Leadership) and either I have no convictions, cautions or binding-over orders or I have attached details of any of these in a sealed envelope marked “confidential – not to be opened until the short-list stage if applicable”.

* I understand that, if successful, I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS), and be checked against the Children’s Barred List.

* In addition to taking up references, the School may undertake an internet search of social media.

* I understand that the School are authorised to obtain references and may approach my nominated referees as indicated above for information to verify particular experience or qualifications.

* I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including anywhere the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, then I understand that a previous employer where I worked with children will be asked about those issues.

*I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been appointed; also in possible referral to the police.

* I agree that the organisation may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of the business.

* I understand that any offer of employment made by the School will be conditional on receipt of satisfactory references and medical report.

Signed: _____ **Date:** _____

Use of your data:

The Grange School would like to retain your information on file for potential future vacancies. Please mark the box below if you do NOT want us to do so.

I do NOT want The Grange School to retain my details on file:

For office use only