



## EMPLOYMENT APPLICATION FORM CONFIDENTIAL

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures involving the last 10 years criminal background checks for countries you have lived and worked in, at least 2 satisfactory references from previous line managers/heads of school preferably your last 2 appointments and the successful completion of safeguarding training all of which need to be in place prior to your start date should you be successful.

You must complete all sections of this Application Form in black ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete. Curriculum Vitae will not be accepted. Guidance Notes are attached to help you complete this form\*

<b>POSITION APPLIED FOR:</b>			
<b>PERSONAL DETAILS</b>			
<b>Full Name</b>			
<b>Former name(s)</b>			
<b>Address</b>			
<b>Telephone</b>			
<b>Email</b>			
<b>Date of birth</b>			
<b>Place of birth</b>			
<b>Nationality</b>			
<b>NI Number/NIE/DNI</b>			
<b>DfE Reference Number (if applicable)</b>			
<b>Emergency contact name and contact number and relationship to you:</b>			
<b>EDUCATION:</b>			
<b>School/college/university (Most recent first)</b>	<b>Dates attended</b>	<b>Subject</b>	<b>Exam Result</b>

<b>OTHER VOCATIONAL QUALIFICATIONS OR SKILLS/TRAINING:</b>			
<b>Membership of any professional associations.</b>	<b>Name</b>	<b>Dates</b>	
<b>Are you subject to any conditions or prohibitions placed on you by any statutory body? If so, give details.</b>	<b>YES</b> (please delete one) <b>NO</b>		
<b>CURRENT/ MOST RECENT EMPLOYMENT</b>			
<b>Employer:</b>			
<b>Employer's address:</b>			
<b>Your previous Job title:</b>			
<b>Responsibilities:</b>			
<b>Date started:</b>			
<b>Date left employment (if applicable):</b>			
<b>Current salary:</b>			
<b>Reason for leaving:</b>			
<b>Notice period:</b>			
<b>PREVIOUS EMPLOYMENT (since leaving secondary education)</b>			
<b>Start and Finish Dates</b>	<b>Name / address of employer</b>	<b>Position held and/or duties</b>	<b>Reason for leaving</b>


Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for any gaps whatever their length.

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**INTERESTS:**(Please give details of any interests, hobbies or skills)

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**Give reasons why you are applying for this post?**

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**SUITABILITY:** (Please use this section to give a detailed explanation of why you believe you are suitable for the position, including how your previous experience relates to the requirements listed in the job description)

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**HEALTH:**

Laude San Pedro is an equal opportunities employer and welcomes applications from disabled candidates.

Do you consider yourself to be disabled? **YES** (please delete one) **NO**

Are there any special arrangements you might require to attend an interview? **YES** (please delete one) **NO**

If offered the position applied for, are there any arrangements or adjustments that Laude San Pedro would need to make to enable you to carry out the role? **YES** (please delete one) **NO**

Have you ever been subject to any formal disciplinary sanctions? **YES** (please delete one) **NO**

Have you ever been dismissed from any previous employment? **YES** (please delete one) **NO**  
If Yes, please provide full details on a separate sheet.

**CRIMINAL RECORDS**



An offer of employment is conditional upon Laude San Pedro receiving a satisfactory Certificado de Delitos Sexuales, International Child Protection Certificate (ACRO) and a background check in all countries lived / worked in the last 10 years.

The disclosure of a criminal record will not bar a person from being offered a position unless Laude San Pedro considers that the conviction renders them unsuitable. In making this decision Laude San Pedro will consider the nature of the offence, how long ago the offence was committed, the person's age when the offence was committed and other factors which may be relevant.

Have you ever been convicted of any criminal offence?	<b>YES</b> (please delete one). <b>NO</b>
Is there any relevant court action pending against you?	<b>YES</b> (please delete one). <b>NO</b>
Have you ever received a caution, reprimand, been bound over or received a final warning from the police?	<b>YES</b> (please delete one). <b>NO</b>

If 'YES' to any of the above, please provide full details on a separate sheet and send this in a sealed envelope marked "Confidential" with your Application Form.

**REFERENCES.** Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. If you have never worked with children, the second reference should be from a previous employer or can be a character reference. Neither referee should be a work colleague, a relative or someone known to you solely as a friend. Laude San Pedro will need at least one of these references from all shortlisted candidates before interview.

	Referee 1 (current employer)	Referee 2
Name:		
Position:		
In what capacity known		



Organisation/School Name  Address:  Telephone number:  Email Address:		
May we contact prior to the interview?	<b>YES</b> (please delete one). <b>NO</b>	<b>YES</b> (please delete one). <b>NO</b>

### RECRUITMENT

It is the policy of Laude San Pedro 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 status, religion or religious belief, disability or age. Referees will be contacted before interview unless otherwise requested (see above)

- If any of your referees knew you by another name, please write that name/s in the space below \*
- Referees will be asked about any disciplinary offences you may have relating to children
- If you have previously worked with children, please put down a referee for this post (if it is not already stated)
- Please note that we may also contact anyone else you have previously worked for in addition to the above

All new posts within Laude San Pedro are subject to a probationary period. Laude San Pedro is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Laude San Pedro expects all employees to undertake regular Safeguarding training.

\* Other Name:

\* Other Name:

Please confirm whether this will be your only employment? **YES** (please delete one) **NO**

If no, provide details including days and hours worked and whether full or part-time?

Do you hold a full driving licence? **YES** (please delete one) **NO**

### DECLARATION

I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I consent to Laude San Pedro processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature

Date

### CONNECTIONS

Do you have any connection to the school, or any member of staff of the school or group? If YES, please give more information below. **YES** (please delete one option) **NO**



Name(s)
<b>ADDITIONAL INFORMATION</b>
Are there any dates when you are not available for interview?

Please return this form once completed by email to our HR Department at [hr@laudesanpedro.com](mailto:hr@laudesanpedro.com)

#### GUIDANCE NOTES

- You must complete all sections of the form.
- Please write in black ink or type.
- Completed forms must be signed.
- If a section is not applicable to you, please state "N/A".

#### Disclosure of Background

- You should be aware that provision of false information is an offence and could result in disciplinary action for which the ultimate sanction could be dismissal.

#### Criminal/Police Record Checks

- It is essential and a mandatory condition that you undergo local criminal and/or Overseas Checks for all other countries in which you have lived or worked (for 3 months or more in any one country within the last 10 years) and your country of origin.
- The standard for criminal and/or police checks varies; therefore you may be required to provide original copies of such clearance yourself.
- If applicable, a Prohibition from Teaching check will also be undertaken.

#### Offenders

- As an education provider we deem all roles to involve working with children, consequently, you will be required to provide full details of any convictions and cautions.

#### Data Protection

- You agree that Laude San Pedro may process your personal data, such as name, date of birth, address, position, performance appraisal, and any other details and more concerning your form if it is necessary for the administration of the employment contract for personnel, administration or management purposes, including management development, training, career planning, performance assessment or is otherwise necessary.
- You further agree that personal data may, if necessary for the purposes specified above, be transferred to third parties, including any other ISP schools, their advisors, third parties providing products and services, such as suppliers of IT systems, as well as regulatory authorities as required by law.
- You further agree that Laude San Pedro, as well as third parties described above, may process the personal data in the country where you are employed as well as in other countries world-wide. Laude San Pedro shall ensure that third parties described above shall process the received personal data in accordance with the purpose and within the limits under which the data was originally collected and that third parties shall provide at least the same level of protection as Laude San Pedro.

