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|  | Lifeguard Application Form *Confidential*  STHUGHS logo RGB mid |
| Please complete this form in **black ink** or **type** in the spaces provided.  The School will only accept applications from candidates completing the relevant Application Form in full. **CVs will not be accepted in substitution for completed Application Forms.** | |

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| **Personal Details:** | | | | | |
| Title: | First Name(s) | Surname: | | | Date of Birth: |
| If you have previously been known by another name, please specify: | | | |  | |
| Address and Postcode: | | | | | |
| Daytime Contact Number: | | |  | | |
| Evening Contact Number: | | |  | | |
| Mobile Number (if different): | | |  | | |
| Email Address (used to contact you about your application): | | |  | | |
| Please indicate whether you have any family or close relationships with existing pupils or employees at St Hugh’s School. If YES, provide details (nature of relationship, full name, year group, or employment role as applicable) | | |  | | |
| If you have been at this address for less than 5 years, please provide details of previous addresses covering this period below (CONTINUE ON SEPARATE SHEET IF NECESSARY.) | | | | | |

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| **Further Details:** | | |
| Do you hold a current valid driving licence? | Yes | No |
| National Insurance Number |  | |
| **Right to work:** | | |
| Do you currently have a UK passport?  \*If yes, you will need to provide the original along with originals of any other evidence that you are eligible to work in the UK if selected for interview. | | |

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| **Education and Qualifications:** Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g. School, College or University) most recent first. | Dates Attended | | Qualifications with grades and dates obtained |
| From (Month/Year) | To (Month/Year) |
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| **Employment History:** | | | | | | |
| Please give details of **all periods of employment** you have undertaken starting with your current or most recent post. | | | | | | |
| **Date Employed From:** | | **Date Employed To:** | | Position Held: |  | |
| Line Manager’s Job Title & Employer’s Name and Address | | | | | | |
| Main duties: | | | | | | |
| **Date Employed From:** | | **Date Employed To:** | | Position Held: |  | |
| Line Manager’s Job Title & Employer’s Name and Address | | | | | | |
| Main duties: | | | | | | |
| **Referees:** | | | | | | |
| * References will only be sought for shortlisted candidates. * **The first referee provided must be either a current employer** * Please do not name relatives or people acting solely in their capacity as friends as referees. | | | | | | |
| **Referee 1** | | | **Referee 2** | | | |
| Name |  | | Name | | |  |
| Tel. Number |  | | Tel. Number | | |  |
| Email Address |  | | Email Address | | |  |
| How do you know this person? |  | | How do you know this person? | | |  |

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| **Declarations:** |

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| St Hugh’s is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed, you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, whether issued in the UK or another country, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. If you have a criminal record this will not automatically bar you from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria. (More information is available in the Staff Recruitment Policy available on the School website at <http://st-hughs.co.uk/Staff-Vacancies> or from HR on request.) | |
| **Please answer the following questions:** | |
| Have you ever received a conviction, caution, reprimand, final warning or bind-over? | YES/NO |
| Do you have any relevant court action pending? | YES/NO |
| Has the Secretary of State for Education ever issued you with a personal warning or included your name on the Children’s Barred List (previously List 99 and PoCA List)? | YES/NO |
| Have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body? This includes prohibition or restriction from teaching or being involved in the management of an independent school (S128 direction) or working with children under 8 years old. **It is a criminal offence for barred individuals to seek, or to undertake, work with children.** | YES/NO |
| If you have answered yes to any of the questions above, please give details on a separate sheet in an envelope marked confidential and addressed to: Headmaster, St Hugh’s School | |

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| **Signature of Applicant** |  | **Date** |  |