**DORSET HOUSE SCHOOL**

***Joining the Lancing College Family of Schools from September 2025***

**APPLICATION FORM**

*Dorset House is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo vetting checks, to include an enhanced disclosure from the Disclosure & Barring Service, before any offer of employment is confirmed.*

**1. Personal Details**

|  |  |
| --- | --- |
| Position applied for: |  |
|  |  |
| Surname (BLOCK capitals): |  |
|  |  |
| Forename(s): |  |
|  |  |
| Home address: |  |
|  |  |
| Home telephone: |  |
| Daytime telephone: |  |
| Mobile telephone: |  |
| Email: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you legally entitled to work in the UK? | YES |  | NO |  |
|  |  |  |  |  |
| If applicable, work permit number and expiry date: |  | | | |
|  |  |  |  |  |
| Have you worked or lived overseas for a period of | YES |  | NO |  |
| 3 months or more in the last 5 years? |  |  |  |  |

**For teaching posts only:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DfE number: |  | | | |
| Are you registered with the GTC for England? | YES |  | NO |  |
| Do you have Qualified Teacher Status? | YES |  | NO |  |

**2. Current Employment**

|  |  |
| --- | --- |
| Name and address of current employer: |  |
| Current position: |  |
| Current salary: |  |
| Notice period: |  |

Please provide a brief description of your current duties and responsibilities, including any that you consider to be of particular relevance to this position. If you are not currently employed, please mark this section as “not applicable”.

**3. Employment History**

Please provide, in chronological order (with most recent first), details of all previous employment, including that of a voluntary nature, since leaving education. Where applicable, please provide an explanation for any periods not in employment, training or education:

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **From - To** | **Name and address of employer** | **Position, duties / responsibilities and final salary** | **Reason for leaving** |
|  |  |  |  |

**4. Education**

Please provide details of secondary school(s) attended (with dates of attendance), examinations taken, results obtained and any scholarships or distinctions awarded:

|  |  |
| --- | --- |
| **Secondary school(s) attended, with dates (from – to)** | **Examinations taken and results obtained** |
|  |  |

**5. Further Education**

Please provide details of university(ies) and college(s) attended (with dates of attendance) and details of examinations taken and results obtained. You will be required to provide documentary evidence of your qualifications prior to any appointment.

|  |  |
| --- | --- |
| **University(ies) and / or college(s) attended, with dates (from – to)** | **Examinations taken and results obtained** |
|  |  |

**6. Other Professional Qualifications**

Please provide details of any professional or technical qualifications (with dates) and / or details of memberships of any professional body or institute. You will be required to provide documentary evidence of qualifications prior to any appointment:

|  |  |
| --- | --- |
| **Professional body / institute** | **Qualification awarded / membership held, with dates** |
|  |  |

**7. Training**

Please provide details of any training or courses attended in the last five years which are of relevance to the position applied for:

|  |  |  |
| --- | --- | --- |
| **Date** | **Training provider** | **Title / content of course** |
|  |  |  |

**8. Personal Statement**

Please use this section to provide relevant information about yourself and how you meet the criteria of the role applied for, including relevant skills and experience that meet the criteria set out in the person specification:

**9. Referees**

Please provide details of two people who may be approached for a reference:

* One referee must be your current or most recent employer;
* Where you have previously worked with children but are not currently doing so, please provide reference details for the last employer with whom you worked with children;
* References will not be accepted from relatives or people writing solely in the capacity of friends; and
* References may be sought prior to interview unless you indicate otherwise.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| Name: |  | Name: |  |
| Occupation: |  | Occupation: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
|  |  |  |  |

**10. Personal Relationships**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you related to, or do you have a close personal relationship with, any member of staff or Governor at Dorset House? | YES |  | NO |  |
|  |  |  |  |  |
| If yes, please provide details: |  | | | |

**11. Declaration**

This position involves substantial opportunity of access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any current or spent convictions, cautions, reprimands, bind-overs or warnings you may have, regardless of how long ago.

The disclosure of a current of spent conviction, caution, reprimand or warning does not necessarily mean that your application will not be progressed or that an offer of employment cannot be confirmed. The main consideration should be whether the nature and timing of any offence makes you unsuitable to work with children in an education environment. Please therefore complete, sign and date the following declaration:

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

I am aware that this position is exempt from the Rehabilitation of Offenders Acts 1974 and that all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared. I confirm that:

* I have not been issued with a warning by the Secretary of State for Education or the Secretary of State for Health and I am not named on the DfE Barred List;
* I am not subject to any sanctions imposed by any regulatory body e.g. the General Teaching Council;
* I know of no reasons, on grounds of physical or mental health, why I would not be able to discharge the requirements of the post; I further understand that employment will be conditional on confirmation of medical fitness; and
* I understand that either withholding or giving false information will disqualify my application or, if discovered after appointment, may be regarded as grounds for dismissal.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have, or have you ever had any cautions, convictions or bind-overs? | YES |  | NO |  |

If yes, please attach details of any convictions, cautions or bind-overs in a sealed envelope marked ‘confidential’.

**Signature:** .....................................................................................................

**Name (BLOCK capitals):** .....................................................................................................

**Date:** .....................................................................................................

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