



Vinehall School

Job Application Form: Gap Student 2013

Applicants should complete and return this Job Application Form by post to Vinehall School, Robertsbridge, East Sussex TN32 5JL or by email to housemistress@vinehallschool.com. Please type or use black ink. Applicants may incorporate further details (including their own bespoke CVs if they wish), within a short covering letter, and should remember to enclose a full length photograph as well as the personal statement.

Post applied for: Gap Student 2013

Personal details

Full name: _____ Male / Female

Former surnames: e.g. maiden name or any previous change of name(s): _____

Parent's contact details:

Name(s) _____

Home address(es) _____

Your current home address if different to above: _____

Daytime telephone number: _____

Evening telephone number: _____

Mobile number: _____

Email address: _____

Date of birth: _____

Age on 1st January 2013: years months

Please note that you must be over 18 on the date above to be eligible for application to Vinehall. We will however consider applications submitted, if the applicant will turn 18 in January 2013 and has a UK passport.

What nationality passport would you be travelling on? _____

How did you hear about Vinehall School? _____

**Current Education
Secondary/Senior School**

From/To	Name of School	Subjects currently studied	Level	Predicted Grade

**Current Education
Secondary / Senior School**

From/To	Name of School	Academic Qualifications already obtained: Subjects	Grade

Additional qualifications or experience:

eg. Sporting, cultural, musical, experience of boarding life or international travel, examples of personal initiative or something that might be useful in a school setting

Positions of responsibility held

Begin with any current or most recent post (include any paid employment and work experience as well as positions within school or local community)

What are your career plans after your year abroad?

Please give brief details of any friends or family in the UK

Personal Interests and reasons for wanting a Gap Year

Please add a full length photograph to your application form.

Personal Statement in Support of Application

You are asked to attach to this application form a supporting statement giving additional relevant information about yourself and the skills and experience that make you suitable for this post. This is your chance to outline the qualities that you have that would make you a great prospect for a Gap post at Vinehall. (250 words max)

Equal Opportunities

Vinehall School aims to be a fair employer and is committed to equal opportunities. It does not discriminate against employees on the basis of gender, ethnic origin, age or disability. Information provided here will be used for statistical purposes by the School in the monitoring of its equal opportunity policy. Details of date of birth and employment history are required to comply with DfES guidance on Safeguarding Children (Safer Recruitment and Selection in Education Settings).

Please indicate here (and continue on a separate sheet if necessary) if you know any existing or former employees or Governors at the School, and if so, how you know them.

References: Please provide at least three referees, one of which should be your current employer or senior member of staff at your school. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends. Email addresses are preferable.

Name..... Name.....

Address..... Address.....

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Email Email

Tel:..... Tel:.....

Position:..... Position:.....

Child Protection Policy StatementVinehall

School fully recognises its responsibilities for child protection and that every child has the right to protection from abuse and exploitation. We practice safe recruitment in checking the suitability of staff and volunteers to work with children. The full policy is available in our Staff Handbook. You should be aware that the post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. You should not have been disqualified from working with children, named on DfES List 99 or the Protection of Children Act List, or be subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council)

January 2011

Good Conduct and CRB Check

A "Good Conduct" certificate needs to be provided which can be obtained from your local police force.

An enhanced CRB (Criminal Records Bureau) check will be done by the school before your arrival and must be cleared before you can start work at the school. In order for the check to be made you need to provide the following documents: a copy of your passport, a bank statement/ mobile bill/ credit card statement showing your address (not older than 3 months), a copy of your driver's licence (if applicable), and a copy of a communication from your school.

Declaration

To the best of my knowledge, the information I have given in this application is complete and accurate

I understand that giving false information or omitting relevant information could invalidate my application and, if I am appointed, could lead to my dismissal

I understand that any offer of employment will be conditional on satisfactory verification of my medical fitness

I confirm that I am not banned or disqualified from working with children, nor subject to any sanctions or conditions on my employment imposed by the secretary of State or a regulatory body.

Signed.....Date.....