



**EMPLOYMENT APPLICATION FORM - OPERATIONAL STAFF**

**Address:** Dulwich Common, London SE21 7LD

**Telephone:** 020 8693 3601

**Fax:** 020 8299 5197

**Email:** [recruitment@dulwich.org.uk](mailto:recruitment@dulwich.org.uk)

<b>Post Applied for:</b>	
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<b>First name and middle name(s):</b>		
<b>Surname:</b>		
<b>Former surname (if applicable):</b>		
<b>Name by which applicant likes to be called:</b>		
<b>Title (Mr/Mrs/Ms/Miss):</b>		
<b>Home Address:</b>		
	<b>Post Code:</b>	
<b>Telephone (landline):</b>		
<b>Mobile:</b>		
<b>Email address:</b>		
<b>Date of Birth:</b>		
<b>National Insurance Number:</b>		
<b>How applicant heard about this job:</b>		

**EDUCATIONAL HISTORY**

Educational Establishment	Dates		Examinations/ Qualifications/ Grades/ Class of degree
	From	To	

**PROFESSIONAL QUALIFICATIONS**

Training Organisation / Professional Body	Dates		Examinations/ Qualifications
	From	To	

<b>Professional Associations of which a member (if any):</b>	
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**EMPLOYMENT RECORD**

**Current Job**

<b>Name &amp; Address of Employer:</b>	
<b>Date employment began:</b>	
<b>Current job title:</b>	
<b>Current responsibilities:</b>	
<b>Reason for moving job:</b>	
<b>Salary:</b>	

**Previous employment**

Employer Name and Address	Dates		Job Title
	From	To	

**LEISURE INTERESTS AND ACTIVITIES, VOLUNTARY WORK ETC**

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**PAST OR CURRENT CONNECTION TO DULWICH COLLEGE**

Please indicate below whether you have any past or current connection with Dulwich College (including DUCKS), Alleyn's School or JAGS (eg as a pupil, parent, employee, local resident)

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**IMMIGRATION STATUS**

Shortlisted candidates will be asked to provide evidence of eligibility to work in the UK at interview.

<b>Either</b>	I do not require a permit to work in the UK
<b>Or</b>	I require a permit to work in the UK. I have a current work permit.
<b>Or</b>	I require a permit to work in the UK. I do not have a current work permit.
<b>Delete two of the above</b>	

**DETAILS OF TWO REFEREES**

Please provide two referees. One referee should be your current or most recent employer. Please note references will not be accepted from relatives or from referees writing solely in the capacity of friends.

<b>Referee 1</b>	
Name:	
Address:	
Occupation/job:	
Telephone number:	
Email:	
My relationship to the referee:	

<b>Referee 2</b>	
Name:	
Address:	

If further space is required, please use additional sheets

Occupation/job:	
Telephone number:	
Email:	
My relationship to the referee:	

### CRIMINAL RECORDS

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

I understand that the successful applicant will be required to provide an enhanced disclosure from the DBS.

I have not been disqualified from working with children, am not named on DfE Barred List or the Protection of Children Act List and am not subject to any sanctions imposed by a regulatory body.

<b>Either</b>	I have no convictions, cautions or bind-overs
<b>Or</b>	I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked "Confidential."
<b>Delete one of the above</b>	

### DATA PROTECTION

I am aware that all or part of the information provided on this form may be used and processed by Dulwich College for recruitment and personnel administration and for equality monitoring and that the College may search social media and other sites during the selection process in order to find information about me that is in the public domain.

I confirm that I have read or will read the following documents, all of which are available on the College's website: (a) The College's Privacy Notice for Job Applicants; (b) the Disclosure & Barring Service's Privacy Policy for Standard and Enhanced Checks; and (c) the Revised Code of Practice for Disclosure & Barring Service Registered Persons.

### DISABILITY

I indicate below if I have a disability (i.e. a physical or mental impairment that has a substantial, long-term effect on my ability to carry out normal day-to-day activities) that may require adjustments at interview or which may affect my ability to carry out functions intrinsic to the role I am applying for.

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**ANY OTHER RELEVANT INFORMATION**

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**STATEMENT OF TRUTH**

I confirm that the information I have given in this form is correct and understand that it will be used in the selection process. I also understand that misleading statements may be sufficient grounds for withdrawing any offer of employment or terminating my employment.

<b>Signature:</b>	
<b>Date:</b>	

*Please return the completed form to: The HR Department, Dulwich College, Dulwich Common, London, SE21 7LD or send it by email to [recruitment@dulwich.org.uk](mailto:recruitment@dulwich.org.uk)*