

**Application for the post of Marketing & Communications Officer**

|  |  |
| --- | --- |
| Name of Applicant: |  |

|  |
| --- |
| Where did you see the job advertised? |

**Completing your application form**

Please complete the application form in full and ensure that you include an accompanying letter of application, a maximum of 2 sides of A4, outlining the following:

* what attracts you to the position
* how you feel your experience, skills and personal qualities qualify you to take on the role.

The application form and accompanying letter is an essential part of our selection process and the information you provide will help us to select candidates for interview.  
  
Please email your completed application form and letter to [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk).  
  
Please do not include a curriculum vitae (CV).   
  
A job description, person specification and information pack can be downloaded from [www.aesg.co.uk](http://www.aesg.co.uk)/job-vacancies.  
  
All applications received are processed in accordance with the requirements of the General Data Protection Regulation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: Personal Details** | | | |
| Title:  Dr/Mr/Mrs/Ms/Miss | Full name: | | |
| Preferred name: | | |
| Any Previous surname(s): | | | |
| Address: | | | |
| *Please asterisk the telephone number you would prefer us to contact you on* | | | |
| Mobile No: | | |  |
| Home No: | | |  |
| Email: | | |  |
| National Insurance No: | | Teacher Registration No (if applicable): | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2: Education and Qualifications** | | | | |
| Senior school(s) attended | Dates: mm / yy  From To | | GCSEs or equivalent,  dates awarded | Grades |
|  |  |  |  |  |
| Any other achievements/interests at school you would particularly like to mention | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Senior school(s) attended | Dates: mm / yy  From To | | A levels or equivalent,  dates awarded | Grades |
|  |  |  |  |  |
| Any other achievements/interests at school you would particularly like to mention | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| University or other Higher Education institution | Dates: mm / yy  From To | | | | Degree and Awarding Body,  dates awarded | Class |
|  |  | |  | |  |  |
| Any other achievements/interests at university you would particularly like to mention | | | | | | |
|  | | | | | | |
| Other awards, qualifications and relevant courses attended (please include any recent CPD) | | | | | | |
| College, Education Centre or Institution | | Dates  From To | | | Award/Course Title and Qualification | |
|  | |  | |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 3: Employment History** | | | | | | |
| Starting with your current/most recent position, please provide details of your employment since leaving full-time education.  Note: To satisfy the requirements for safer recruitment, we need to ask for your full employment record. Any gaps in your education or employment history should be explained in Section 4. | | | | | | |
| Current or Most Recent Position | | | | | | |
| **Dates of**  **Employment** | | | Name and Address of Employer | | Job Title and brief summary of main responsibilities of the position and type of school (if applicable) | |
| **From**  mm / yy | **To**  mm / yy | |
|  |  | |  | |  | |
| If applicable, please describe the type of school including age range, number of pupils, boarding, day, co-ed etc. | | | | | | |
| Current salary and package: | | | | | | |
| Notice period: | | | | | | |
| Previous Positions – starting with most recent | | | | | | |
| **Dates of**  **Employment** | | | | Name and Address of Employer | | Job Title and brief summary of main responsibilities and type of school  (if applicable) |
| **From**  mm / yy | | **To**  mm / yy | |
|  | |  | |  | |  |
| Reasons for leaving: |
|  |
|  | |  | |  | |  |
| Reasons for leaving: |
|  |
|  | |  | |  | |  |
| Reasons for leaving: |
|  |
|  | |  | |  | |  |
| Reasons for leaving: |
|  |

For all schools listed above, please provide the following overview:

|  |  |  |  |
| --- | --- | --- | --- |
| **School Name** | **Type (Day, Boarding, Co-Ed etc)** | **Age Range** | **Time worked at school** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Section 4: Gaps in Employment** | | |
| Start date  mm / yy | Finish date  mm / yy | Reason |
|  |  |  |

|  |
| --- |
| **Section 5: Interests and Activities** |
| Please tell us about your interests and activities outside work |
|  |

|  |  |
| --- | --- |
| **Section 6: Referees** | |
| Please provide the names and contact details of two referees. One of these must be your current or most recent employer. If your current or most recent employer does not involve work with children, your second referee should be from an employer with whom you most recently worked with children. Referees should not be a relative or a friend. The School intends to take up references on all shortlisted candidates prior to interview. The School reserves the right to take up references from any previous employer. | |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Address:  Postcode: | Address:  Postcode: |
| Tel No: | Tel No: |
| Email: | Email: |
| Occupation: | Occupation: |
| Professional relationship to applicant | Professional relationship to applicant |
| May we contact prior to interview? Yes/No | May we contact prior to interview? Yes/No |

|  |
| --- |
| **Section 7: Disclosure and Barring Service Checks, Criminal Record, Children’s Barred List and Rehabilitation of Offenders Act 1974** |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any criminal records information that is disclosed to the School will be handled in accordance with the code of practice published by the DBS.  The School will also carry out a check of the Children’s Barred List. It is unlawful for the School to employ anyone to work with children if they are barred from doing so and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration in Section 11 of this form therefore asks you to confirm whether you are barred from working with children.  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974 and the School is permitted to ask you to declare all convictions and cautions. Shortlisted candidates will be asked to provide details, however you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. |

|  |
| --- |
| **Section 8: Equal Opportunities** |
| It is the School’s policy 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 or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period. |

|  |  |
| --- | --- |
| **Section 9: Working in the UK** | |
| Do you have any restrictions on taking up employment in the UK? | Yes/No |
| If you have answered yes, please answer the following two questions: | |
| 1. Do you require a work visa to be employed in this country? | Yes/No |
| 1. If you possess a work visa, please give details: | |

|  |  |
| --- | --- |
| **Section 10: Reasonable Adjustments, Conflict of Interest, Overseas Residency** |  |
| Do you have any disability that may require reasonable adjustments to be made during the selection process? If yes, please give details below: | Yes/No |
| Do you have any connection to Alderley Edge School for Girls? If yes, please provide brief details below: | Yes/No |
| Have you lived outside the UK for a period of three months or longer within the last five years? If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies. | Yes/No |

|  |  |
| --- | --- |
| **Section 11: Declaration** | |
| * **I confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children** |  |
| * **I confirm that I am not prohibited from carrying out ‘teaching work’ (do not tick the box if the role for which you are applying does not involve ‘teaching work’)** |  |
| * **I confirm that I am not prohibited from being involved in the management of an independent school** (do not tick the box if the role for which you are applying is not a management role) |  |
| * **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight** (do not tick the box if the role for which you are applying does not involve the provision of ‘childcare’) |  |
| * **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** |  |
| **Signed:**  **Date:**  *Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.* |  |

**Data Protection Notice**

Your details will not be passed to any third parties. Please mark one of the boxes below to confirm whether you would like your details to be kept on file by Alderley Edge School for Girls.

Yes, I do want Alderley Edge School for Girls to retain my details

No, I do not want Alderley Edge School for Girls to retain my details

You can change your mind at any time by emailing Mrs Smillie, Headmistress [nsmillie@aesg.co.uk](mailto:nsmillie@aesg.co.uk)

Our Privacy Notice can also be requested.

Please note, in line with our Data Protection Policy, this application form will be deleted six months after completion of the appointment.