



**Queens' School**  
*Dare to be Great*

**Cleaner Application Form**

**PERSONAL DETAILS**

<b>Surname/Family Name:</b>	<b>Preferred Title:</b>
<b>First Name(s):</b>	<b>Previous Surname:</b>
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone (Home):</b>	<b>Telephone (Mobile):</b>
<b>Email:</b>	<b>NI number:</b>

**PRESENT APPOINTMENT (or most recent)**

<b>Job Title:</b>	
<b>Employer:</b>	
<b>Department/Section:</b>	
<b>Employer's address:</b>	
<b>Start Date:</b>	
<b>Summary of main duties in your job:</b>	

**PREVIOUS EMPLOYMENT DETAILS**

<b>Job title</b>	<b>Name and address of employer</b>	<b>From</b>	<b>To</b>	<b>Reason for Leaving</b>

## DECLARATION BY APPLICANT

Are you a relative or partner of any employee or governor of the school? If yes, please give details below:	Yes/No
Has someone else completed this form on your behalf? If yes, please provide the person's name and an explanation below:	Yes/No
Have you ever lived abroad for a period of more than six months? If yes, please provide details below:	Yes/No
Do you have the right to work in the UK?	Yes/No
Do you require a work permit or Certificate of Sponsorship to work in the UK?	Yes/No

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that, if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
<b>Signature:</b>
<b>Date:</b>

Our Governing Body is committed to safeguarding and promoting the welfare of children and young persons. All staff must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to provide photo ID, undergo a full Enhanced Disclosure and Barring Service (DBS) clearance and provide police checks from periods abroad.

As this post is classified as having substantial access to children, the appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including "spent convictions" under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Queens' School has a duty to protect personal data. As a prospective employee's we do this "fairly and lawfully" under the basis of a contract. As an applicant the data you supply to us will be processed for the purposes of staff selection and to confirm the identity of prospective members of staff (including statutory safeguarding checks and references). The school will retain the personal data of any unsuccessful applicant, including interview notes, securely for a minimum of 6 months and a maximum of 12 months after the date of the application. If you have any other questions please refer to our Privacy Notice which is available on our website.

**REFERENCES** Please give the names, addresses and status of two referees who may be approached now.  
References from relatives are not acceptable.

### Referee 1.

<b>Name:</b>	<b>Position:</b>
<b>Address:</b>	<b>Email address:</b>
<b>In what capacity do you know the above?</b>	

**Referee 2.**

<b>Name:</b>	<b>Position:</b>
<b>Address:</b>	<b>Email address:</b>
<b>In what capacity do you know the above?</b>	