

# Chard Prep School Application Form

Position Applied For:

Title:

Surname:

First names

Former Surname/s:

(Please underline name by which you like to be known)

Current address (if living at any other address in the last FIVE years, please give details on a separate sheet):

Address for correspondence (if different from above):

Contact Numbers:

Mobile telephone number:

Email Address:

Best time and number to contact you:

May we contact you at work?: Yes/No

Where did you learn about this vacancy?

Nationality:

National Insurance No:

Date of Birth:

Marital Status (and details of family if applicable):

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Current School/Company:

Present salary and allowances

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Position(s) held:

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Please indicate if you know any existing employees or governors at the school, and, if so, how you know them.

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## Education and Qualifications

Education (from age 11)

School(s)

Dates

GCSE Subjects

Grade

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Other qualifications, awards, achievements, skills, languages, publications etc. (with dates as appropriate):

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Hobbies and Interests:

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## Employment Record

Starting with your current situation, please supply a full history in chronological order (with start and end dates) of all training/further education, employment, self-employment and any periods of unemployment since leaving secondary education. Please provide, where appropriate, explanation for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. Please continue on separate sheet if necessary.

From:	To:	Name and Address of Employer:	Position, Main Duties and Achievements:	Reason for leaving:
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## Professional Development

Please outline the relevant training you have undertaken in the last THREE years.

Course Details	Length	Date	Organised by
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## Any other information:

Please note below any other information or experience that is relevant to your application

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## References

Please give details of at least THREE referees, one of which should be your present or most recent employer

- References will normally be sought prior to interview and appointment.
- NB: References from relatives or referees writing solely in the capacity of friends are not acceptable.

Referee 1 (present or most recent employer)

Referee 2

Name:

Name:

Professional relationship:

Professional Relationship:

Address:

Address:

Tel No(s)

Tel No(s):

Email:

Email:

Referee 3

Referee 4

Name:

Name:

Professional relationship:

Professional Relationship:

Address:

Address:

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Tel No(s)

Tel No(s):

Email:

Email:

If you were known to any of your referees by another name, please give details:

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May we approach your referees without further reference to you?: YES/No

If NO, please give details:

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How much notice are you required to give your present employer:

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Do you need a work permit to work in the UK? YES/NO:

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Do you need a visa to enter the UK and work here? YES/NO:

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## Declaration

I understand that

- All appointments are subject to satisfactory references and a satisfactory medical report, if required by the school.
- The post for which I am 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.
- As the post for which I am applying will involve substantial access to children, a check will be made through the Disclosure and Barring Service (DBS) to determine whether I have any record of convictions or cautions (including spent convictions).
- The school reserves the right to check on any details which I have provided in my application and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons or organisations for furnishing such information.
- A check will be made of any teacher prohibition orders as described in the National College for Teaching and Leadership (NCTL) publication that will prevent me from carrying out teaching work in Schools.
- A section 128 direction check will be carried out if I am applying for a management role to ensure I am not prohibited or restricted from doing so.
- This application will be considered by the Head, who has 'Safer recruitment in education' training. As such, I understand that: as requested above, I have accounted for any periods not in employment, self-employment or further education/training; all referees named are aware that I have named them and will be contactable via the details I have provided and prepared to give a reference that is adequately detailed.

I further declare that

- I have not been disqualified from working with children.
- I am not named on the DfES List 99 or the Protection of Children Act List.
- I am not subject to any sanctions imposed by a regulatory body (such as the General Teaching Council).
- I have received both the Safeguarding and Child Protection Policy and the Staff Code of Conduct and have read both and fully subscribe.

Please delete one of these statements below:

I have no convictions, cautions or bind-overs

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'Confidential'

I hereby declare that all the information I have given on this form and in my letter or application is correct to the best of my knowledge and that I have declared all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, I understand that this would constitute grounds for dismissal.

Signed:

Date:

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Please note failure to sign this will render this application form null and void.

Notes

The School regrets that it is not able to pay any expenses associated with applications.

Date Protection Act - The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be sensitive data.

Please return this form, together with:

A handwritten letter containing further information to support your application. The letter should set out how your expertise and experience match the requirements of the post and what attracted you to the post; • A curriculum vitae

A photograph