

Employment Application Form



Name of Applicant

Position Applied For

Application Closing Date

Where did you see this post advertised?

Please complete all sections of this application form. A CV will not be considered as an alternative and should not be submitted.

Prior Park Schools is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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 within the School are subject to a probationary period.

| | | |
|--|---|----|
| 1. Personal details | | |
| Surname: | Forename(s): | |
| Address: | Former name(s) (including maiden name): | |
| Postcode: | Preferred name: | |
| How long have you lived at this address? | | |
| If resident at this address for fewer than 5 years, please provide all previous addresses for past 5 years. | | |
| Previous address: | Previous address: | |
| Length of time at address: | Length of time at address: | |
| Contact details | | |
| Home telephone: | | |
| Mobile telephone: | | |
| Email: | | |
| 2. General | | |
| DfE/DfES Number: | | |
| Do you have Qualified Teacher Status? | Yes | No |
| Do you have the legal right to live and work in the UK? | Yes | No |
| If you are an EU citizen, do you have settled status? | Yes | No |
| Do you hold a full UK driving licence? | Yes | No |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of any PPS School? If so, please provide details. | | |

3a. Education – Academic qualification

Please start with the most recent to include start and end dates of all periods of education. Please continue on a separate sheet if necessary.

University and Post-Graduate Study

| Dates | | University | Subject(s) Studied | Qualifications/Class |
|-------|----|------------|--------------------|----------------------|
| From | To | | | |
| | | | | |

Sixth Form Study

| Dates | | School | Subject(s) Studied | Qualifications/Class |
|-------|----|--------|--------------------|----------------------|
| From | To | | | |
| | | | | |

GCSE/O Level (or equivalent)

| Dates | | School | Subject(s) Studied | Qualifications/Class |
|-------|----|--------|--------------------|----------------------|
| From | To | | | |
| | | | | |

3b. Education – Vocational Training and skills

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|--|
| |
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4. Membership of Professional Institutions

| Dates | | Details: Name of Association | Level or Grade of |
|-------|----|------------------------------|-------------------|
| From | To | | Membership |
| | | | |

5. Referees

Please supply the names and contact details of two people who we may contact for references. One should be your present or most recent employer. Where possible, at least one referee should be related to your work with children. References from educational establishments should be completed by the schools Head/Principal. Neither referee should be a relative or someone known to you solely as a friend. We intend to take up references on all shortlisted candidates before interview. If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas the School may take up references from your overseas employers.

If you would prefer us not contact your referees prior to the interview, please tick this box.

Name

Job Title

Address

Telephone Number

Email

Relationship to you

Name

Job Title

Address

Telephone Number

Email

Relationship to you

6. Employment History

Please provide full details of all positions held, employment, self-employment and unpaid work since leaving secondary education. Please start with your current or most recent employer/present post and salary, professional experience gained within previous posts, extra-curricular skills and interests. In each case please provide the reason for leaving employment.

Please provide explanations for any periods not in employment, further education, or training. You will be required to account for any gaps if called for interview.

Please add additional rows to this table as necessary.

Current Employment

Post

Date Commenced

Name & Address of Employer

Salary

Is this post your sole regular employment?

If No, please name your other employer(s) and give details of responsibilities:

Details of Responsibilities

Reason for leaving / wishing to leave

Notice required / date left (if applicable)

| Previous Employment | | | | |
|---------------------|----|----------|--------------------------|--------------------|
| Dates | | Employer | Post Title / Main Duties | Reason for leaving |
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Gaps in employment

| From | To | Reason |
|------|----|--------|
| | | |
| | | |
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| | | |
| | | |

7a. Supporting Information.

In support of your application, please provide a statement of the personal qualities and experience that you believe are relevant to your suitability for the post advertised and how you meet the person specification. For this section you may wish to refer to the Job Description to match your suitability.

Please continue on a separate sheet if necessary.

Please only include information here that has not been provided in your covering letter. You should not repeat information here that is already contained with your letter.

7b. Interests and hobbies

Please give details of any interests, hobbies, or skills in particular any which could be of benefit to the School for the purpose of extra curriculum activity.

8. Data Protection

In line with the General Data Protection Regulation of May 2018, information provided on this form will only be used for recruitment purposes and to process your application for employment. The personal information that you provide will be stored and used in a confidential manner and we will retain some information provided during the recruitment process for a period of 6 months (full details are available in our Recruitment Privacy Notice).

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties. By signing the application form you consent to the processing of sensitive personal data. A full copy of our Staff Privacy Policy will be provided to you when you take up employment with us.

9. Background Checks

We routinely carry out Criminal Background checks in the form of an Enhanced check for Regulated Activity for those working or volunteering at PPET.

Do you have any objection to us carrying out a search on you?

Disclosure of a criminal offence will not automatically render someone unsuitable for employment. PPET will consider the nature of the offence and when it took place in the light of applicant's potential position.

10. Declaration

I declare that the information that I have given in this form and letter is true, and in particular that I have not omitted any material facts which may have a bearing on my application. I have not been disqualified from working with children, am not named on DfES/DfE Barred List or the Protection of Children Act List and am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council). I understand that providing false information is an offence and could result in the application being rejected, or in my summary dismissal if I have been selected, or possible referral to the police. I understand that any subsequent contract of employment will be made on this basis.

As the job for which you are applying involves working with or around children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] for advice.

Please disclose any unspent convictions, cautions, reprimands, or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please select one answer:

I have nothing to declare

I enclose a confidential statement

I confirm that I have read the Prior Park Schools recruitment policies on www.priorparkschools.com/vacancies

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Applicant's signature:**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 above declaration.