



Forest Preparatory School
Confidential Application Form

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and the production of documentary evidence showing your entitlement to work in the UK. Please note it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Please complete the details below in black ink and return the form either by email or post by the closing date.

Position applied for			
Personal Details			
Title	Surname	Forenames	Previous Name(s)
Address			
Postcode			
Previous Address	<i>(if it has been less than five years since you moved to your current address)</i>		
Contact Details			
Email Address			
Home Telephone			
Mobile Telephone			

National Insurance Number	
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Education and Qualifications

Secondary and Further Education

Institution/ College	Qualifications	Grades	Awarding body	Dates (from/to)

Higher Education or equivalent courses

Institution/ College	Qualifications	Grades	Awarding body	Dates (from/to)

Other professional or vocational qualifications you hold that are relevant to your application

Institution/ College	Qualifications	Grades	Awarding body	Dates (from/to)

Qualified Teacher Status?

Do you hold qualified teacher status?	Yes	No
If Yes, have you completed your NQT/ECT year?	Yes	No

Employment History

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Please give your employment history in reverse date order and include details of any voluntary work.

Current Employment

Job title	Employer Name
Current Salary (incl. scale if necessary)	Employer Address
Employment Dates (from/to)	Reason for leaving/wishing to leave

Please give a brief description of current duties, responsibilities and achievements

Previous Employment

From – To (mm/yyyy)	Name and address of Employer	Job title and duties	Salary	Reason for leaving

Health and Disability Details

<p>Do you have a disability for which reasonable adjustments may be required to enable you to attend an interview? <i>('Disability' defined as a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day-to-day activities)</i></p>	<p>Yes</p>	<p>No</p>
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Yes

No

If Yes, please give brief details of your disability and the adjustments we would be required to make.

Leisure and Interests

Please note your leisure interests, sports and hobbies any anything else about your character.

Personal Statement

Please state three words that describe you best.

1.	2.	3.
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In one short sentence explain why you are the best candidate for this position.

Using the person specification that you have been sent with your application pack please demonstrate, using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.

References

- ☐ Please provide two referees and note that we will contact these referees if you are short listed for this post and seek reference before interview.
- ☐ One referee must be your current or most recent employer.
- ☐ If you are currently working with children, on an either paid or unpaid basis, your current employer will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to.
- ☐ Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- ☐ Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.
- ☐ We reserve the right to take up references with any previous employer.

Referee 1

Full Name	
Position	
In what capacity do you know the referee?	
Name of organisation	
Contact telephone	
Email Address	
Address	

Referee 2

Full Name	
Position	

In what capacity do you know the referee?	
Name of organisation	
Contact telephone	
Email Address	
Address	

Disclosure of Criminal Background of Those with Access to Children

Due to the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the REHABILITATION OF OFFENDERS ACT 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended by the (Exceptions) (Amendment) Order 1986.

If you are shortlisted, you will need to complete and sign a declaration for safeguarding purposes.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Canvassing, either directly or indirectly will disqualify a candidate from appointment.

Declaration

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.

I consent to the School making direct contact with the people specified as my referees to verify the reference.

I understand that all offers of employment are conditional upon receipt of a satisfactory Enhanced Disclosure being obtained and will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters.

Signed	
Date	

The information you have provided is required for selection and employment purposes.

For further information regarding the use of your personal information, please contact the school directly.

Safeguarding Statement

Forest Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Forest Preparatory School upholds fundamental British values and encourages respect for all people.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

Forest Preparatory School's Safeguarding Children Policy follows the guidelines laid down by "Working Together to Safeguard Children" (2018), the latest "Keeping Children Safe in Education" (KCSIE) and Prevent Duty Guidance.

Our Safeguarding policy and procedures can be found at

<https://www.forestschoo.co.uk/admissions/policies-and-procedures>

Please return the completed form to Forest Preparatory School, Moss Lane, Timperley, Altrincham WA15 6LJ or email to office@forestschoo.co.uk