

**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.

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 and return the form either by email or post by the closing date.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Receptionist and Finance Assistant | | | | |
| **Personal Details** | | | | | | | |
| Title: | Surname: | | Forenames: | | Previous Name(s): | | |
| Address:  Postcode: | | | | | | | |
| Previous Address: (if it has been less than five years since you moved to your current address)  Postcode: | | | | | | | |
| **Telephone Numbers**  Home:  Mobile: | | | | E-mail Address: | | | |
| Nationality: | | | |
| Are you within 6 months of your 65th birthday: | | | |
| NI Number: | | | |  | | | |
| DBS check? | | **Yes** | **No** | Do you require a work permit to work in the UK? | | **Yes** | **No** |
| Do you hold a full clean current UK driving licence? | | **Yes** | **No** | Do you own a car? | | **Yes** | **No** |
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**Education and Qualifications**

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| --- | --- | --- | --- |
| **Please give details of your Secondary and Further Education** | | | |
| College/Institution  Full name & address | Qualifications, grades, date awards made and awarding body | Dates (mm/yyyy) | |
| From | To |
|  |  |  |  |
| **Please give details of any Higher Education or equivalent courses** | | | |
| College/Institution  Full name & address | Qualifications, grades, date awards made and awarding body | Dates (mm/yyyy) | |
| From | To |
|  |  |  |  |
| **Please give details of any other professional or vocational qualifications you hold**  **that are relevant to your application** | | | |
| Name of awarding body | Qualifications obtained and grade/level | Date obtained | |
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**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.

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| **Current Employment** |
| Job title: Employer:  Current Salary: Address:  Current Scale (if applicable):  Employed from: Employed to: |
| Please give a brief description of current duties, responsibilities and achievements:  Reason for leaving/wishing to leave: |

**Previous Employment (continue on a separate sheet if necessary)**

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| --- | --- | --- | --- | --- |
| From – To  (mm/yyyy) | Name and address  of Employer | Job title and  brief description  of duties | Salary per annum | Reason for leaving |
|  |  |  |  |  |

**Health and Disability Details**

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| Do you have a disability for which reasonable adjustments may be required to enable you to attend an interview?  *(‘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)* | | | | **Yes** | **No** |
| If **Yes**, please give brief details of your disability and the adjustments we would be required to make. | | | | | |
| Are you fit to teach? | **Yes** | **No** |  | | |
| If **No** please provide details: | | | | | |
| How many days sickness absence have you taken in the last two years?  Give brief details of any absence of more than two weeks duration taken during the last two years. | | | | | |

**Leisure and Interests**

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| Please note here your leisure interests, sports and hobbies: |

**Referees**

* 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**

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| Name: Position:  In what capacity do you know the referee?  Name of organisation:  Address:  Telephone: Email: |
| **Referee 2** |
| Name: Position:  In what capacity do you know the referee?  Name of organisation:  Address:  Telephone: Email: |

**Personal Statement**

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| 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. |
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**Rehabilitation of Offenders Act**

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| --- | --- | --- |
| *This post involves contact with children and is exempt from the Rehabilitation of the Offenders Act 1974*  *and all subsequent amendments and is subject to sanctions imposed by a regulatory body e.g. The General Teaching Council. All convictions, police cautions or ‘bind-overs’, including any that would otherwise be considered ‘spent’ under the Act* ***must be disclosed,*** *and will be taken into account in deciding whether*  *to make an appointment.*  *In the event of a successful application, 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. Please sign below if you agree that the appropriate enquiry might be made. In the case of overseas applicants we would still obtain Police clearance from their country of origin.* | | |
| Have you been disqualified from working with children, named on the DfE List 99 or the Protection of Children Act List, or subject to any sanctions imposed by a regulatory body (e.g. the GTC)? | **Yes** | **No** |
| Is there any relevant court action pending against you? | **Yes** | **No** |
| Have you ever been convicted and/or cautioned/”bound-over” in respect of any offence? | **Yes** | **No** |
| If you have indicated “**Yes”** for any of the aboveplease provide full details on a separate sheet and enclose this in a separate, sealed envelope marked ‘Private and Confidential’ for the Attention of the Headmaster along with your application | | |
| **ALL CANDIDATES PLEASE NOTE**  If you are eligible to work in the UK please provide evidence of the documents. Photocopies will suffice at this stage, but please note that all candidates who are invited to attend an interview will be required to bring original documents with them. | | |
| **Declaration** *please read carefully* | | |
| For the purposes of the Data Protection Act 1998, I consent to the information received by Forest Preparatory School relating to the subject matter on this form being processed by them in administering the recruitment process.  I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.  I declare that to my knowledge I have no medical condition or illness that might affect my ability to fulfil the requirements of my job description.  Signed: Date:  Print name:  **All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.** | | |