DATE

**APPLICATION FORM**

**Application for the post of:**

**Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Previous Surname(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forenames:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National Insurance Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher reference no. (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Would you require sponsorship (previously a work permit) to take up this post?** \_\_\_\_\_\_\_\_\_\_\_\_

**Previous Address**

(If resident at current address for less than five years please provide any previous addresses during this period)

Do you hold a current full driving licence? **Yes/No**

Please indicate how or where you learnt about this career opportunity: **Secondary / Further Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools/Colleges attended from age 11** | **From** | **To** | **Examinations Passed and Grade and date awarded** |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Higher education establishments attended** | **Dates** | | **Qualification obtained and date of award** | **Subjects** | |
| **From** | **To** | **Main** | **Subsidiary** |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Other Qualifications** | **Date Gained** |
|  |  |

|  |
| --- |
| **Relevant courses attended in last 5 years** |
|  |

**Employment History**

Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you at interview.

Please use a continuation sheet if necessary.

|  |
| --- |
| Please give details of your current or most recent position and salary.  Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date/s of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current Gross Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notice Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please list all your previous employment, starting with most the most recent.   |  |  |  |  | | --- | --- | --- | --- | | **Dates Employed**  **From** **To**  **(mm/yy) (mm/yy)** | **Employer** | **Job Title/**  **Responsibilities** | **Reason for Leaving** | |  |  |  |  |   If there are any gaps in your employment or educational history please explain them here. |

|  |
| --- |
| **Leisure Interests, Hobbies, members of organisations etc**  Please list anything which helps give a broader picture of you, and in particular anything which may be of an advantage when working in a school like Chesham Prep School. |
|  |

|  |
| --- |
| **personal & professional statement**  Please use this section to give your reasons for wanting to take up the post at Chesham Prep School and the qualities that you think you would bring to the School. |
|  |

**Referees**

**Please provide at least two referees. One referee should be your current or most recent employer. 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, references will not be accepted from relatives or from friends writing solely in that capacity. References will be sought on short-listed candidates and the School reserves the right to contact any previous employer to verify details of any particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.**

1. **Your current or most recent employer:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. A second referee of your own choice:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declarations**

|  |
| --- |
| HEALTH |
| **Equal opportunities**  The School is committed to promoting equal opportunities in employment. In the event that you require any adjustments to be made during the interview process on account of a disability, please contact the Bursar to make arrangements.  **Medical declaration**  It is a statutory requirement under the Education (Health Standards) (England) Regulations 2003 that anyone appointed to a post involving regular contact with children or young people must have the mental and physical fitness to carry out their work responsibilities. Any offer of employment involving regular contact with children or young people will be subject to the School satisfying itself that you have the appropriate level of physical and mental fitness to perform the role and, if you are offered a role, you will be asked to complete a medical declaration form in this regard. |

| RELATIONSHIPS | Please answer YES or NO below: | |
| --- | --- | --- |
| Are you related to, or have a close personal relationship with, a member of staff or governor of Chesham Prep School? | |  |
| If yes, please provide below his/her name and role, and state your relationship: | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS) ORDER 1975 | | |
| The post for which you are applying is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the “Exceptions Order 1975”) and, therefore, criminal convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. 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 on the Disclosure and Barring Service website (at <https://www.gov.uk/government/collections/dbs-filtering-guidance> ). | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended in 2013)?[[1]](#footnote-1) | Yes | No |
| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)?[[2]](#footnote-2) | Yes | No |
| **Please Note:**   * If your application is successful, prior to taking up your post, you will be required to undergo a formal disclosure process through the Disclosure and Barring Service (previously CRB). This will require you to complete a separate DBS application form and to provide documentary evidence as to your identity. The DBS certificate will be issued directly to you by the DBS and you will then be required to show the School your certificate. The School will record the DBS number and issue date and will retain this information in accordance with the Data Protection Act 1998. The School complies with the DBS Code of Practice which does not allow for the photocopying and retention of the full DBS certificate. * Although a criminal record involving offences against children is likely to bar you from appointment at the School, the existence of other criminal convictions will not necessarily be a bar to employment. * Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment. * **It is a criminal offence to apply for or accept a position (paid or unpaid) involving ‘regulated activity’ if you are barred from such work by the DBS. For further information regarding what constitutes ‘regulated activity’, please refer to the statutory guidance entitled ‘Keeping children safe in education’ (April 2014).** * Copies of the DBS Code of Practice and the School’s Recruitment Policy are available on request. | | |

|  |
| --- |
| GENERAL |
| **Data Protection**  I hereby give my consent for the School to process and retain on file information contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of  staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the police and other third parties as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with data protection legislation.  **Accuracy of information**  I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information may be reported to the police, may disqualify me from appointment and, if I have been appointed, may lead to the termination of my employment. |

Signed[[3]](#footnote-3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. If yes, please give details including dates on a separate sheet, place the sheet in a sealed envelope marked confidential for the attention of the Chair of the shortlisting panel and enclose it with this form. [↑](#footnote-ref-1)
2. If yes, please give details including dates on a separate sheet, place the sheet in a sealed envelope marked confidential for the attention of the Chair of the shortlisting panel and enclose it with this form. This information is required for any individual who is applying to a post that constitutes ‘regulated activity’ at the School. [↑](#footnote-ref-2)
3. If you have submitted your application electronically, you will be asked to sign your application form in the event that you are called for interview. [↑](#footnote-ref-3)