



Application Form
Widford Lodge
PREPARATORY SCHOOL

Position applied for: Office Administrator (Part-time)

Section 1 – Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Date of birth:	Former name:	
	Preferred name:	
Address:	National Insurance number:	
	Are you an EU National? Yes <input type="checkbox"/> No <input type="checkbox"/> If no please give details of the appropriate documentation which permits you to work in the UK	
Telephone number(s): Home: Work: Mobile: Email address:	Teacher's R P number (if applicable):	
	Do you have Qualified Teacher status? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 2 – Education

Please give details of Secondary and Further Education in chronological order (continue on a separate sheet if necessary)

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From: dd/mm/yy				
	<table border="1"><tr><td></td><td></td><td></td></tr></table>				
To: dd/mm/yy					
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Section 3 – Previous employment since leaving secondary education

Please provide information of all previous work history in chronological order, continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving
From: dd/mm/yy			
To: dd/mm/yy			
From: dd/mm/yy			
To: dd/mm/yy			
From: dd/mm/yy			
To: dd/mm/yy			
From: dd/mm/yy			
To: dd/mm/yy			
From: dd/mm/yy			
To: dd/mm/yy			

Section 4 – Current/most recent Employment

Current/most recent employer:		Current/most recent employer's address:	
Current/most recent job title:		Date started:	
Brief description of responsibilities:		Date employment ended (if applicable):	
<p>Basic salary/salary on leaving.</p> <p>(please specify salary scale point including London Weighting.</p> <p><u>Do not include</u> responsibility allowances/additional payments).</p>	<p>Do you/did you receive any employee benefits or additional allowance as part of your salary package? If so, please provide details of:-</p> <p>Employee benefits:</p> <p>Additional allowances:</p>		
Reason for seeking other employment:			
<p>Are there any dates/times when you are unavailable for interview?</p> <p>Please state when you would be available to take up employment if offered:</p>			

Section 5 – If there are any gaps in your employment or education history please explain them here

Section 6 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 7 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 8 – Criminal records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the DBS which the School considers to be satisfactory. If you are successful in your application you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the code of practice published by the Disclosure and Barring Service (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore **all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared**. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence? Yes ☐ No ☐

Is there any relevant court action pending against you? Yes ☐ No ☐

Have you ever received a caution, reprimand or final warning from the police? Yes ☐ No ☐

If 'YES' to any of the above, please provide details on using the Self Disclosure form (SD2) which is on the Widford Lodge website, and send this in a sealed envelope marked "confidential" with your Application Form.

Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview.

Referee 1	Referee 2
Name:	Name:
Organisation	Organisation
Address:	Address:
Occupation:	Occupation:
Telephone number:	Telephone number:
Email address:	Email address:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 11 – Recruitment

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 posts within the School are subject to a probationary period.

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

A copy of the School's Recruitment Policy is enclosed with this Application Form. Please take the time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 12 – Advertisement Monitoring

Where did you hear about the job for which you have applied?

- | | | |
|--------------------------------------|--------------------------|--------------|
| Newspaper (please specify which one) | <input type="checkbox"/> | School |
| website | <input type="checkbox"/> | |
| Agency | <input type="checkbox"/> | |
| Friend | <input type="checkbox"/> | |
| Other (please specify) | <input type="checkbox"/> | |

Section 13 – Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- 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 processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signature

Date

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found on our website and which details how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the school use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We may collect any of the information from the application form in order to take a decision as to recruitment.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.