



ELM GREEN PREPARATORY SCHOOL

**POSITION APPLIED FOR:**

**Please contact the School Office if you have any queries regarding the completion of any section of this form.**

| Section 1: Personal details                |                              |  |
|--|------------------------------|--|
| Title:<br>Dr/Mr/Mrs/Miss/Ms                | Forenames:                   | Surname:   |
| Date of Birth:                             | Former Name:                 |  |
|  | Preferred Name               |  |
| Teacher's R P number (if applicable)       | National Insurance Number:   |  |
| Address:                                   | Telephone number(s):         |  |
|  | Home:                        |  |
|  | Work:                        |  |
|  | Mobile:                      |  |
|  | Email Address:               |  |
| Are you eligible for employment in the UK? | Yes <input type="checkbox"/> | No <input type="checkbox"/>                              |
| Please provide details:                    |                              |  |
| Do you have Qualified Teacher status?      | Yes <input type="checkbox"/> | No <input type="checkbox"/> N/A <input type="checkbox"/> |

**Section 2: Education**

Please start with most recent and continue on a separate sheet if necessary

| Name of School/college/university | Dates of attendance | Examinations |        |      |               |
|-----------------------------------|---------------------|--------------|--------|------|---------------|
|                                   |                     | Subject      | Result | Date | Awarding Body |
|                                   | From:               |              |        |      |               |
|                                   | To:                 |              |        |      |               |
|                                   | From:               |              |        |      |               |
|                                   | To:                 |              |        |      |               |
|                                   | From:               |              |        |      |               |
|                                   | To:                 |              |        |      |               |

**Section 3: 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. Please continue on a separate sheet if necessary.

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Section 4: Employment

Current/most recent employer:

Current/most recent employer's address

Current/most recent job title:

Date started:

Date employment ended:  
(if applicable)

Current salary/salary on leaving:

Do you/did you receive any employee benefits?

Yes  No

If so, please provide details of these:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

**Section 5: Previous employment and/or activities since leaving secondary education**  
 Please continue on a separate sheet if necessary

| Dates | Name and address of employer | Position held and/or duties | Reason for leaving |
|-------|------------------------------|-----------------------------|--------------------|
| From: |                              |                             |                    |
| To:   |                              |                             |                    |
| From: |                              |                             |                    |
| To:   |                              |                             |                    |
| From: |                              |                             |                    |
| To:   |                              |                             |                    |

**Section 6: Gaps in your employment**

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates

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**Section 7: Interests**

Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity.

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**Section 8: 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 demonstrates your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

**Section 9: Criminal record/Disqualification**

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children’s Barred List) in respect of all positions which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

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, subject to the DBS filtering rules referred to in the attached document. If you have a criminal record this will not automatically debar you from employment. Before answering these questions, please see the information on spent convictions and DBS filtering rules in the attached document.

Under the grounds of the Disqualification under the Childcare Act 2006, the School may not employ people if they are ‘disqualified’. The grounds for disqualification are not only that a person is barred from working with children but also include, in summary, that:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad.
- Other orders have been made against them relating to their care of children.
- They have had their registration cancelled in relation to childcare or children’s homes or have been disqualified from private fostering.

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Have you been convicted by the courts of any criminal offence?                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there any relevant court action pending against you?                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever received a caution, reprimand or final warning from the police? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| Disqualification   |     |    |
|--|-----|----|
| Are you 'Disqualified from Caring for Children'?   | Yes | No |
| Have you committed any offences against a child?   | Yes | No |
| Have you committed any offences against an adult (eg. Rape, murder, indecent assault, actual bodily harm, etc.)? | Yes | No |
| Have you been barred from working with children (DBS)?   | Yes | No |
| Have your own children been taken into care?   | Yes | No |
| Have/Are your own children the subject of a child protection order?  | Yes | No |

If answering ‘YES’ to any of the above, please provide details on a separate sheet 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 employer 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. The School reserves the right to take up references from any previous employer.

**Referee 1**

Name:

Organisation:

Address:

Telephone Number:

Occupation:

**Referee 2**

Name:

Organisation:

Address:

Telephone Number:

Occupation:

May we contact prior to interview?

Yes  No

May we contract prior to interview?

Yes  No

**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 appointments 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 Safeguarding Policy is available on the School's website ([www.elmgreen.essex.sch.uk](http://www.elmgreen.essex.sch.uk)). 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: 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 the Children's Barred List, disqualified from working 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.

Signed: .....

Date: .....