

**CONFIDENTIAL APPLICATION FORM – TEACHING STAFF**

It is important that you type or write legibly using black ink when completing the form as it will be photocopied.

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, where appropriate, documentary evidence showing your entitlement to work in the UK.

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| Post applied for\* |  |
| Dept / School\* |  |

**PERSONAL DETAILS**

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| Mr/Mrs/Ms/Miss/Other: |  | Forenames:  *Underline preferred* | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Surname: |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Home Address: |  | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | Post Code: | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Home Phone Number: |  | | | | | Mobile Phone Number: | | | |  | | | | | | | | | |
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| Home Email Address: |  | | | | | | | | | | | | | | | | | | |
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| N.I. Number: |  | | | DfES Teacher Number  (If applicable): | | | | |  | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Current salary: |  | | | Notice period: | | | | |  | | | | | | | | | | |
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| **Current Employer:** |  | | | | | | | | | | | | | | | | | | |
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| **Current Employer’s** |  | | | | | | | | | | | | | | | | | | |
| **Address:** |  | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | Post Code: | | | |  | | | | |
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| Current Post Held: |  | | | | | | | | | | | | | | | | | | |
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| Date Commenced: |  | | Full / Part time: | | | | | | | | |  | | | | | | | |
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| If selected for appointment, you will be asked to produce evidence of your entitlement to work in the UK, in accordance with the Asylum and Immigration Act 1996. | | | | | | | | | | | | | | | | | | | |
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| Are you a UK or European Union citizen? | | | | | | | | YES | | | | |  | | | NO | |  | |
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| Do you need a work permit to take up employment in the UK? | | | | | | | | YES | | | | |  | | | NO | |  | |
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| If Yes, do you already have a work permit for your current employment? | | | | | | | | YES | | | | |  | | | NO | |  | |
|  | | | | | | | | | | | | | | | | | | | |
| Are you in the UK on a working holiday or other temporary visa? | | | | | | | | YES | | | | |  | | | NO | |  | |
|  | | | | | | | | | | | | | | | | | | | |
| This post is an exempted occupation under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Any offer of employment will be conditional on an enhanced disclosure application to the Criminal Records Bureau. Your signature on this form will be regarded as agreement to such an application. Having a criminal record will not necessarily prevent you from being employed by Fulham Prep Schools – please see separate DBS Disclosure Policy Statement | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a criminal offence or are you currently subject to proceedings? If yes please provide full details in a sealed envelope marked “Confidential”. | | | | | | | | | YES | | | | |  | | | NO |  |
|  | | | | | | | | | | | | | | | | | | |
| Are you prevented from accepting regulated employment by virtue of to being listed in the Children’s barred List maintained by the Independent Safeguarding Authority? | | | | | | | | | YES | | | | |  | | | NO |  |

**EDUCATION AND QUALIFICATIONS**

Please give details of your education and qualifications, including examinations. Most recent first – continue on a separate sheet if necessary.

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| --- | --- | --- | --- | --- |
| University/ College/ School | Subject/Training/ Qualifications | From  (mm/yy) | To  (mm/yy) | Results/Certificates  (Hons/Level attained) |
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**Other qualifications, awards or training relevant to this application (including CPD)**

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| TITLE | ORGANISING BODY | DATE | NUMBER OF DAYS |
|  |  |  |  |
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**Membership of professional bodies/Professional registration**

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**EMPLOYMENT HISTORY**

Please complete details of your present and previous employment as requested below, include any part time or voluntary employment. Continue on a separate sheet if necessary.

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| --- | --- |
| Current Employer: |  |
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|  | |
| Reason for Leaving: |  |
|  | |
| Current post: outline of main duties with any positions of responsibility (with dates): | |
|  | |

**PREVIOUS POSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates from (mm/yy) | Dates to  (mm/yy) | Name of Employer | Job title and main responsibilities | Reason for leaving |
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| **If there any gaps in your employment or education history, please explain them here** |
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| **Please explain your reasons for wanting to apply for this post** |
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| **What qualities, abilities and experience would you bring to the post? Please provide examples in evidence.** |
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| **What would you be able to offer the School in terms of extra-curricular activities and what contribution could you make to the School community?** |
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| **IT skills** training will be provided where required. Information given here will help us to plan training schemes | | | |
| Microsoft Office | Basic | Competent | High |
| E-mail - Outlook |  |  |  |
| Word |  |  |  |
| Excel |  |  |  |
| PowerPoint |  |  |  |
| Interactive Whiteboards |  |  |  |
| Other? |  |  |  |

**REFERENCES**

Please provide the names and address of two referees (**Note:** If you are not currently working with children but have done so in the past, the second referee should be concerned with the most recent employment with children.) References will not be accepted from relatives, or persons who onlyknow you as a friend.

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| --- | --- | --- | --- | --- | --- | --- |
| **1.** **Present or most recent employer**: May we approach prior to interview? YES / NO | | | | | | |
| Organisation: |  | | | | | |
|  | | | | | | |
| Name: |  | | | Position: | |  |
|  | | | | | | |
| Address: |  | | | | | |
|  |  | | | | | |
|  |  | | Post Code: | | |  |
|  | | | | | | |
| Phone Number: |  | Email Address: | | |  | |

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| **2.** **Other professional referee**: May we approach prior to interview? YES / NO | | | | | | |
| Organisation: |  | | | | | |
|  | | | | | | |
| Name: |  | | | Position: | |  |
|  | | | | | | |
| Address: |  | | | | | |
|  |  | | | | | |
|  |  | | Post Code: | | |  |
|  | | | | | | |
| Phone Number: |  | Email Address: | | |  | |

**N.B.** For safeguarding reasons, please note that we will contact these referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and /or child protection concerns you may have been subject to.

If you have any concerns about this please contact Mrs Parrish on 020 7386 2448

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| **Supporting letter** |
| Please attach to your application a supporting letter (not exceeding two sides of A4 paper) indicating why you are suitable for this position, highlighting how your skills, abilities and previous experience are relevant and why you are interested in this position. |

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| **Declaration – please read carefully** | | | |
| I hereby confirm:   * that all the information given in this application is correct, * that all the questions relating to me have been accurately and fully answered, * that I am in possession of the qualifications I claim to hold, and * that I am eligible to work in the UK.   I understand that any offer of employment is strictly subject to satisfactory references, medical clearance and enhanced criminal records disclosure, and that any false statement may disqualify me from appointment or render me liable to summary dismissal.  I understand that the information given in this application may be held on computer systems and processed in accordance with the Data Protection Act 1998, and I hereby consent to the storage and use of that information for personnel administration purposes. | | | |
| Signature: |  | Date: |  |
| **N.B Applicants should also complete a separate Equal Opportunities Monitoring Form**  All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview | | | |

Please return this Application Form, FPS Equal Opportunities Form and your covering letter to the Head, Mr Brooks c/o: Mrs Carolyn Parrish, PA to the Head, Fulham Prep Schools, 200 Greyhound Road, London W14 9SD

[cparrish@fulhamprep.co.uk](mailto:cparrish@fulhamprep.co.uk) or [recruitment@fulhamsenior.co.uk](mailto:recruitment@fulhamsenior.co.uk)

Should you require any assistance, please contact the Registrar on 020 7386 2448 or email [cparrish@fulhamprep.co.uk](mailto:cparrish@fulhamprep.co.uk)

© Fulham Prep Schools 2017. This application form complies with the requirements of *Keeping Children Safe in Education*, guidance published by the Department for Education in March 2015 and updated in September 2016.