

**Kew Green Preparatory School**

**Application Form for Teaching Staff**

Please complete in **BLOCK CAPITALS**

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| **Post Title:** |  |  |
|  |
| **Closing Date:** |  |  |  |  |  |  |  |  |  |  |

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| **1. Personal Details** |

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| Title: |  | Mr |  | Mrs |  | Ms |  | Miss |  | Other |  |

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| --- | --- |
| First Name(s): |  |

|  |  |
| --- | --- |
| Surname/Last Name: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |
| Post Code: |  |  |  |  |  |  |  |  | National Insurance N°: |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Tel N° (Home): |  |  |  |  |  |  |  |  |  |  |  |  |  | Tel N° (Work): |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| Tel N° (Mobile): |  |  |  |  |  |  |  |  |  |  |  |  |  | Email: |  |
|  |
| DCSF N°: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Are you in receipt of an Occupational Pension? |  | Yes |  | No |

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| Do you have the right to work in the UK? Documentation will be checked. |  | Yes |  | No |

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| **2. Educational/Technical/Professional Qualifications** |

Please name any institute or professional body in full, rather than using initials.

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| --- | --- | --- | --- | --- |
| Subjects/Qualifications | **Where attained** | **Year From** | **Year to** | Grade |
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| **3. Details of Relevant Training Courses** |

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| Course Subject and Provider | **Length of Course** | Year |
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| **4. Employment History** |

Please give details of ALL jobs held including part-time and unpaid work, starting with your present/last employer.

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| --- | --- | --- | --- | --- | --- |
| Employer(Name & Full Address) | **Job Held** | **From** | **To** | Salary/Grade | Reason for Leaving |
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| Please continue on a separate sheet if you require more space. |
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| **5. Relevant Knowledge, Experience & Skills** |

Please tell us how your knowledge, experience and skills meet the job requirements in a letter of application attached as a separate document.

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| **6. References** |

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, one of the referees should represent your present employer. It is our normal practice to take up references if you are shortlisted for interview. Please state clearly if you wish us NOT to do this without first speaking to you.

**Reference 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |

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| --- | --- |
| Address: |  |
|  |
| Post Code: |  |  |  |  |  |  |  |  |  |

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| Telephone N°: |  |  |  |  |  |  |  |  |  |  |  |  |  | Email: |  |

**Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |

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| --- | --- |
| Address: |  |
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| Post Code: |  |  |  |  |  |  |  |  |  |

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| Telephone N°: |  |  |  |  |  |  |  |  |  |  |  |  |  | Email: |  |

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| If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies at Kew Green Preparatory School.  | **Yes** |  | **No** |  |
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| **Declaration of Criminal Offences** |

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may be aware of, even if they would otherwise be regarded as “spent” under this Act. 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. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, an enhanced disclosure request will be made of the Disclosure and Barring Service (DBS) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction or caution may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

You are asked to provide information about unprotected criminal records in a separate envelope marked ‘Confidential – Disclosure’, addressed to the Head.

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| **Details of Offence(s)** | **Place & Date of Judgment(s)** | **Sentence(s)** |
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Kew Green Preparatory School is committed to promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

**I declare that the information I have given on this form is accurate and complete.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signed |  | Date |  |  |  |  |  |  |  |  |
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**Please return the completed Application Form and Letter of Application to:**

Mr Jem Peck, Headmaster,

Kew Green Preparatory School, Leyton House, Ferry Lane, Kew Green, Richmond, TW9 3AF

Email: jem.peck@kgps.co.uk

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