

Ravenscourt Park Preparatory School

16 Ravenscourt Avenue

London W6 0SL

Application for Support Staff

The Gardener Schools Group is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. The Gardener Schools Group is an equal opportunities employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regard as spent, must be declared.

**Do you have any convictions, cautions, warnings, reprimands, or bind-overs, or are on the ISA barred lists or disqualified from working with children?**

 Yes No

If Yes, please provide details in a separate sealed envelope.

Failure to disclose this information could result in dismissal should it be subsequently discovered.

**Do you have the permanent right to work in the UK?**

 Yes No

If No, please give details:

|  |
| --- |
| Personal Details |
| SurnameMr / Mrs/ Miss / Ms | Forenames |
| Any other surnames used | National Insurance No. |
| Home Address Post Code  |
| Home Telephone No. | Daytime Telephone No. |
| Mobile No. | Email Address |

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**Education and Training**

List all your formal educational qualifications and any relevant informal and job related training:

|  |
| --- |
| 1. **Secondary Education**
 |
| Name of School | From | To |
|  |  |  |
| Qualifications/Examinations Passed |
| Name of Qualification/Examinations | Subject/Grade | Date Obtained |
| 1. **Further/Higher Education**
 |  |  |
| Name of College/University | From | To |
| Name of Qualifications/ExaminationsHons/Ordinary (delete as appropriate)Class …………..… Div ……………… | Main Subject/Grade | Dates Obtained |
| 1. **Courses attended and other qualifications obtained, since leaving College/University**

Full-TimePart-TimeSeasonal/in Service |

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**Current or Most Recent Employment:**

|  |
| --- |
| Name and address of employer |
| From | To | Salary |
| Job Title |  |  |
| Notice required and reason for leaving |
| Please give a brief account of the key aspects, main duties and responsibilities of your role within the organisation: |

**Personal Statement**

Please give a short statement outlining the personal qualities and experience that you believe are relevant to your suitability for the post.

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**Work History and Experience**

Please give a full history in chronological order since leaving secondary education, including periods of any training/education, and any part-time and voluntary work, as well as full-time employment. Please also give reasons for periods, not in employment, and reasons for leaving employment. Please do not leave any gaps in time.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of employer | Job Title/Post Held | Duties and Responsibilities | From | To | Reasons for leaving |
|  |  |  |  |  |  |

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**Reference**

Please give two referees, one of whom is your current employer, who can comment on your suitability for the post applied for. If you are not currently working with children, please give details of the employer by whom you were most recently employed in work with children. N.B. references will not be accepted from relatives or people writing in their capacity solely as friends. **(In the course of taking references, employers will be asked about disciplinary offences concerning children, including any child protection concerns and the outcome of any enquiry of disciplinary procedure.)**

|  |  |
| --- | --- |
| 1. Name

StatusAddressTel:Email | 1. Name

StatusAddressTel:Email |

Signature Date

**Providing false information is an offence and could result in this application being rejected, summary dismissal or referral to the police.**

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| --- |
|  Data ProtectionThe information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|   DeclarationAs the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the HR Advisor.  If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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 at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs) You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

|  |  |
| --- | --- |
| I have nothing to declare | I enclose a confidential statement |
| (please delete as appropriate) |

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| I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. |
| Signature: Date:  |

Please return the completed application form by email to:

Kate.jason@rpps.co.uk

Or by post to:

Ravenscourt Park Preparatory School,

16 Ravenscourt Avenue,

London,

W6 0SL

**Please circle below where you heard about this vacancy**

TES / eTeach / IAPS website / RPPS website / word of mouth / other (please specify):

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Ravenscourt Park Preparatory School, 16 Ravenscourt Avenue, London, W6 0SL

Tel: 020 8735 6036 Email: kate.jason@rpps.co.uk

Website: [www.rpps.co.uk](http://www.rpps.co.uk)