**BUCKINGHAM PREPARATORY SCHOOL**

****

**APPLICATION FORM**

 **CONFIDENTIAL**

|  |
| --- |
| **Position applied for:** |

|  |
| --- |
| **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 currently eligible for employment in the UK?Yes 🗌 No 🗌 If you have answered ‘NO’, please provide details: |
| Telephone number(s):Home:Work:Mobile:Email address: | Teacher Registration Number (TRN) (if applicable): |
| Do you have Qualified Teacher Status?Yes 🗌 No 🗌 |

|  |
| --- |
| **Section 2 – Education and Professional Qualifications**Please start with the most recent and continue on a separate sheet if necessary. |
| **Name of****school/college/university** | **Dates of attendance****From: To:** | **Examinations** |
| **Subject** | **Result** | **Date** | **Awarding body** |
|  |  |  |  |  |  |

|  |
| --- |
| **Section 3 – Current 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): |
| Current salary/salary on leaving: | Do you/did you receive any employee benefits? 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 4 – Previous employment since leaving secondary education****Please continue on a separate sheet if necessary** |
| **Dates****From / To** | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
|  |  |  |  |

|  |
| --- |
| **Section 5 – Gaps in your Employment****Please provide details and dates of any gaps in your employment history, e.g. looking after children or sabbatical year.** |
|  |

|  |
| --- |
| **Section 6 – Professional Development****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 - Interests/Extra Curricular Activities****Please provide details of any interests/extra-curricular activities in which you have been involved.** |
|  |

|  |
| --- |
| **Section 8 – Criminal Records** |
| An offer of employment is conditional upon the School receiving a satisfactory 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 at the School 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.* 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 a separate sheet in a sealed envelope marked “confidential” and forward to the Head with your Application form. |

**Personal Statement**

Using the job description and person specification that you have been sent with your application pack please demonstrate, using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.

|  |
| --- |
|  |

|  |
| --- |
| **Section 9 – 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 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.** |
| Name:Organisation:Occupation:Address:Postcode:Tel No:Email: | Name:Organisation:Occupation:Address:Postcode:Tel No:Email: |

|  |
| --- |
| **Section 10 – 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.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. |

|  |
| --- |
| **Section11 – 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 DBS Children’s Barred List, 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 references.**

 Signature ………………………………………………………….. Date………………………… |