

ALTRINCHAM PREPARATORY SCHOOL

Application for the post of:

To apply for this post, please complete the application form below, together with the attached monitoring form. Please complete in full to help us assess your application. Incomplete application forms may not be considered.

IN CONFIDENCE

PERSONAL DETAILS

Surname			Forenames		
Title		Any other names by which you have been known			
Address	Contact telephone numbers (home)		Email		
Nationality:	(mobile) National Insurance number:				
DfE reference number:	Ivai	Lonal Insurance number.			
Do you have qualified teaching status? YES/NO	1				
Are you registered with the GTC for England? YES/N	NO				
Do you have the legal right to work in the UK? YES	/NO				
1996. You will be required to provide such evidence	nt to work in the UK, as required by the Asylum and Immigration Act evidence at interview. For examples of acceptable documents please vishs/acceptable-right-to-work-documents-an-employers-guide		eptable documents please visit		
Do you have any family or close relationship to existing en		mployees (including Governo	rs)? YES/NO		
If Yes – please give details:					
AVAILABILITY FOR INTERVIEW If you are not available for interview in the periods s	howr	n in the information documen	at, please give details.		

CURRENT POST Please give details of your current p	oost including	g dates and salary.		
Employer's name and address	Dates	Position held	Salary and Benefits	Reason for leaving
CAREER HISTORY		1		1
Please list the posts you have held			Salary and	
Employer's name and address	Dates	Position held	Benefits Salary and	Reason for leaving
II.				

PERIODS WHEN NOT WORKING (Please give details of any voluntary work and reasons for periods when you have not been employed, self employed or in training)					
From	То	Reason			
	E	DUCATION AND QUALIFICATIONS			

EDUCATION AND QUALIFICATIONS (Including any relevant professional qualifications)				
SCHOOL, COLLEGE, UNIVERSITY	Dates	Dates	COURSES & EXAMINATIONS TAKEN WITH RESULTS	

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS Please list the professional bodies of which you are a member, together with the level and date of membership.

ase provide deta	ils of any profes		ent undertaken			
ST RELEVANT					:	i6:k:
no more than tr uding the experi	ree pages, pleas ence you would	se explain how y bring to the pos	ou best meet to st and some exa	ne criteria set o amples of releva	out in the person ant personal ach	specification, ievements.
	,			<u>'</u>	'	

Continuation	

REFEREE DETAILS

- References will only be sought for short listed candidates. It is our policy to obtain references prior to interview if you have concerns regarding this please contact us.
- The first reference must be your present or most recent employer
- If any of your references relate to your employment at a school or college your first referee **must** be the Headteacher
- Your referees will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference must be that employer.
- Please do not give relatives or people solely in the capacity as friends as a referee
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.
- Please provide a contact email address for your referees

Reference 1	Reference 2
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Tel:	Tel:
Email:	Email:
Relationship	Relationship

w many days you have been absent from work owing to sickness in the last 24 months?
mpletion of a pre-employment medical questionnaire at a later stage in the recruitment process is ligatory.

This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'. Failure to do so will render you liable to summary dismissal. The successful candidate will be subject to an enhanced disclosure by the Disclosure and Barring Service.
Please tick the appropriate statement:
☐ I have not been disqualified from working with children, am not named on the DBS Children's Barred List, and am not subject to any sanctions imposed by a regulatory Body. I have no cautions or bind-overs, or
☐ I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'confidential'.
The information collected on this form will be used during the recruitment process, and if you are successful will be added to your employee file. If you are unsuccessful the information will be retained for one year following the completion of the recruitment process. For further information on how we use your information and who we may share it with, please refer to the Privacy Notice for Staff which is available from the School Office.
Signing here indicates that you have read the above statements and are happy for the school to use this information for the purposes described.
I declare that, to the best of my belief, the information given on this form is accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that providing false information is an offence and could result in the application being rejected, or in my summary dismissal if I have been selected, or possible referral to the police. I understand that any subsequent contract of employment will be made on this basis.
Signature: Date: