**Bishops Avenue, Fulham, London SW6 6EG**  
 **Tel: 020 7610 9018  
 email:** [**office@moatschool.org.uk**](mailto:office@moatschool.org.uk)  
   
 **APPLICATION FORM**

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| **Position applied for:** | |
| **PERSONAL DETAILS** | |
| Surname | Forenames |
| Title (Mr/Mrs/Miss/Ms/Dr/Other) | Date of Birth (Optional) |
| Previous Names (if applicable) | National Insurance No: |
| Permanent Address | Address to which correspondence should be sent (if different) |
| Daytime Telephone No:  Mobile Telephone No   1. Email Address:   (Please tick your preferred method of contact) email | |
| Are you legally eligible for employment in the UK Yes/No  Do you require a work permit to work in the UK Yes/No  Have you ever been convicted of a criminal offence? Yes/No  If yes, provide details .............................................................................................................................................  .............................................................................................................................................  Have you ever been the subject of an investigation or enquiry by the Police or Local Authority in relation to a child or children?  If yes, provide details ..........................................................................................................................................  ..........................................................................................................................................  (Please continue on a separate sheet if necessary)  Do you know, or are you related to, anyone currently employed Yes/No  by the School?  If yes, please give details | |

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| **EDUCATION AND TRAINING** | | | | |
| **Secondary Education** | | | | |
| **Name of School(s)** | **From**  **(month and year)** | **To**  **(month and year)** | **Subjects Taken** | **Qualifications and Grades**  **Obtained\*** |
|  |  |  |  | \* If appropriate please show equivalence to UK qualifications |
| Please continue on a separate sheet if necessary | | | | |
| **Further / Higher Education** | | | | |
| **Name of College / University** | **From**  **(month and year)** | **To**  **(month and year)** | **Subjects Taken** | **Qualifications and Grades**  **Obtained\*** |
|  |  |  |  | \* If appropriate please show equivalence to UK qualifications |

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| **Membership of Professional Institutions and other Training / Knowledge Relevant to This Post** |
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| **EMPLOYMENT HISTORY** | | | | |
| Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education including reasons for leaving employment, starting with your current / most recent employer first. Under ‘Main Duties/Responsibilities’ please include any extra curricular activities/responsibilities which you have undertaken.  **Please provide explanations for any period not in employment, self-employment or further education / training on a separate sheet.** | | | | |
| **Present (or most recent) Employer** | | | | |
| **Name of Organisation**  **(Please give full address)** | **Position Held**  **(state if full or part time)** | **Main Duties / Responsibilities** | **From**  **(month and year)** | **To**  **(month and year)** |
|  |  |  |  |  |
| Current Salary: | | | | |
| Reason for Leaving (if applicable): | | | | |
| **Previous Employers** | | | | |
| **Name of Organisation**  **(Please give full address)** | **Position Held**  **(state if full or part time)** | **Main Duties / Responsibilities** | **From**  **(month and year)** | **To**  **(month and year)** |
|  |  |  |  |  |
| Reason for Leaving: Moving out. | | | | |
| **Name of Organisation**  **(Please give full address)** | **Position Held**  **(state if full or part time)** | **Main Duties / Responsibilities** | **From**  **(month and year)** | **To**  **(month and year)** |
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| Reason for Leaving: | | | | |
| **Name of Organisation**  **(Please give full address)** | **Position Held**  **(state if full or part time)** | **Main Duties / Responsibilities** | **From**  **(month and year)** | **To**  **(month and year)** |
|  |  |  |  |  |
| Reason for Leaving: | | | | |
| **Name of Organisation**  **(Please give full address)** | **Position Held**  **(state if full or part time)** | **Main Duties / Responsibilities** | **From**  **(month and year)** | **To**  **(month and year)** |
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| Reason for Leaving: | | | | |

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| **ACTIVITIES AND INTERESTS** | | | | |
| Please note here your leisure interests, sports, hobbies, other pastimes etc. | | | | |
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| **REFERENCES** | | | | |
| **Please give details of two people who can provide references - one of whom must be your present or most recent employer. An email address is essential.**  **Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.** | | | | |
|  | | **Referee 1** | | **Referee 2** |
| **Name** |  | |  | |
| **Address** |  | |  | |
| **Post Code** |  | |  | |
| **Telephone** |  | |  | |
| **Email Address**  **(essential)** |  | |  | |
| **Occupation** |  | |  | |
| **Relationship to Applicant** |  | |  | |

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| **CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974** |
| The Moat School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.  All applicants who are offered employment in posts involving access to children (whether teaching or support) will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.  This means that **you are required to declare any convictions or cautions which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any cautions or bind-overs and any prosecutions pending against you.**  Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated in complete confidence. Details of any convictions or cautions should be provided in a sealed envelope addressed to the Bursar, marked CONFIDENTIAL and enclosed with this application. |

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| **DECLARATION BY THE APPLICANT** | |
| I confirm the above information is complete and accurate and I understand that any offer of employment at The Moat School is subject to a) referenced which are satisfactory to the school b) satisfactory evidence of the right to work in the UK, a satisfactory DBS certificate, check of the Barred list and police clearance (where appropriate)  c) the entries on this form proving to be complete and accurate and  d) a satisfactory medical report, if appropriate  In accordance with the 1998 Data Protection Act, it is agreed that The Moat School may hold and use personal information about me for personal reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.  I have read the above notes on Criminal Convictions and agree to an enhanced Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered ‘spent’.  I confirm that:   * I do not have any criminal convictions or cautions. * I am not on List 99 or disqualified from working with children. * I am not subject to sanctions imposed by a regulatory body.   *Delete any statement that does NOT apply to you* | |
| Signature:  Name (in capitals) | Date: |

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| Please return the completed application form, along with a letter of application, by post (or email [office@moatschool.org.uk](mailto:office@moatschool.org.uk)) to:  **The Headmistress’s PA**  **The Moat School**  **Bishops Avenue**  **Fulham**  **London**  **SW6 6EG** |

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| **Monitoring Equal Opportunities Policy** Please complete this Equal Opportunities form below which will be detached from your application form. | | | | |
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| The Moat School is committed to developing and implementing its Equal Opportunities policy. The school recognises that discrimination occurs on the basis of race, gender, age, sexual orientation and disability and is setting up procedures to ensure recruitment and selection is carried out fairly. In order to discover where there may be possible discrimination, the school needs to monitor applications for jobs and you are asked to assist by completing the following information.  **Note:**  **This section is removed before shortlisting and will be destroyed after monitoring. It will be treated in strictest confidence.** |  | I would describe myself as (please tick one of the boxes below): | | |
| Ethnic Group  **(These are approved by the Commission for Racial Equality categories)** | | |
| White  British □  Irish □  Any other White background  (please specify) Polish | | |
| Multi Ethnic  Black Caribbean □  Black African and White □  Asian and White □  Any other multi ethnic background  (please specify) ……………………………………………… | | |
| Asian or Asian British  Indian □  Pakistani □  Bangladeshi □  Any other Asian background  (please specify) ……………………………………………… | | |
| Black or Black British  Caribbean □  African □  Any other Black background  (please specify) ……………………………………………… | | |
| Chinese or other Ethnic Group  Chinese □  Any other ethnic group  (please specify) ……………………………………………… | | |
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| **We Welcome Applications From People With Disabilities** | | |
| Do you consider yourself to have a disability as defined by the Disability Discrimination Act? Yes □ No □ | | |
| Please indicate where you saw our advertisement:  ….. TES Online  ….. TES Paper  ….. School website  ….. Other (please specifiy)  ………………………………  ……………………………….. | If yes, are there any adjustments you would require if you were called for interview? | | |
|  | | |
| **Name** |  | |
| Sex | M / F (please circle as appropriate) | |
|  |  | **Post applied for** |  | |