

**Park School for Girls**

**APPLICATION FORM**

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| **Position applied for:**  |
| **Personal Information** |
| **1. Personal details** |
| **Title :** | **Forename(s):** | **Surname:** |
| **Address:** | **Former name:(including maiden name)** |
| **Postcode:** | **Preferred name:** |
| **How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.** |
| **Previous address:** | **Previous address:** |
| **Postcode:** | **Postcode:** |
| **Length of time at address:**  | **Length of time at address:**  |

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| **Contact details****Home telephone: Email:** \_\_\_\_\_\_\_\_**Mobile telephone:** **Work telephone:**  |

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| **If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.**  |
| **2. General** |
|  **Do you have Qualified Teacher Status? Yes □ No □** **[Do you have a current full UK driving licence Yes □ No □]** **Please provide full details of membership of any professional bodies** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **3. Academic and Vocational Qualifications****Please provide details of all academic and vocational qualifications:** |
| **Award/Qualification** | **Awarding Body** | **Date Obtained** | **Grade** **(if appropriate)** |
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| **Professional Development** |

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| **Long Courses (Attended during the last 3 years)** |
| **Name of Course(and award if gained)** | **Provider** | **Ftime/Ptime or Seconded** | **From** | **To** |
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| **Short Courses (Attended during the last 3 years)** |
| **Name of Course** | **Provider** | **Ftime/Ptime or Seconded** | **From** | **To** |
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| **Outside Interests** |
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| **4. Further Education and Career History** |
| **Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.** **Please start with your current or most recent employer and in each case the reason for leaving employment.** **Please provide explanations for any periods not in employment, further education or training.** |
| **Employer/Training Establishment(including dates)** | **Position held(including subject taught and at which level)** | **Reason for leaving** |
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| **Current Salary** |

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| **Salary (basic) if appropriate(Please indicate spine point)** | **Additions(Please indicate responsibility points, London Allowance etc)** |
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| **Total Salary** |  |

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| **Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.** |
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| **5. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.** |
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| **6. Referees****Please provide at least two professional referees. One referee should be your current or most recent employer.** |
| **Referee 1** | **Referee 2** |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Position** |  | **Position** |  |
| **Tel No.** |  | **Tel No.**  |  |
| **Email** |  | **Email** |  |

**DECLARATION**

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| **Are you related to any member of staff or Governor of the appointing school? YES / NO** **If Yes, who and in what capacity?** |
| **The post is exempt from the Rehabilitation of Offenders Act 1974. Consequently, if you are appointed you will be required to undertake an enhanced Criminal Records Bureau check. Therefore, you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Having a criminal record will not necessarily prevent you from taking up appointment it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the CRB check, then this may place your appointment in jeopardy.** |

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| **Have you ever received a conviction, caution or bind-over? YES / NO** |
| **Do you declare that, under the terms of current legislation, (KCSIE), no person in my household is disqualified from working with children? YES / NO** |
| **Are you either on the Children’s Barred List (previously List 99 and PoCA list), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General teaching Council)? YES / NO****It is a criminal offence for barred individuals to seek or undertake work with children.** |
| **If you have answered yes to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL.** |
| **Park School for Girls is an equal opportunities employer, and fulfil all our obligations concerning the safeguarding of children, including the recruitment of staff.** |
| **Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically together with recruitment process monitoring.****Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information.****By signing the declaration at the end of the application form, you give permission for your details to be used in this way.** |
| **I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal****SIGNATURE OF APPLICANT ………………………………………….. DATE………………………** |
| **Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only short listed applicants will receive further notification.** |