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Employment Application Form

Thank you for applying for a position with Prior Park Schools (Prior Park Educational Trust).

PLEASE COMPLETE THIS FORM IN BLACK INK AND USE BLOCK CAPITALS. PLEASE COMPLETE THIS FORM IN FULL TO HELP US ASSESS YOUR APPLICATION. INCOMPLETE APPLICATION FORMS OR FORMS CONTAINING GAPS IN INFORMATION MAY NOT BE CONSIDERED.

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| Position applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SCHOOL: PRIOR PARK COLLEGE, BATH**  **THE PARAGON SCHOOL, BATH**  **PRIOR PARK SCHOOL, GIBRALTAR** | | | |
| 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: | |
| **Contact details**  Home telephone:  Mobile telephone:  Work telephone:  Email:                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading. |

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| **2.   General** |

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| **FOR TEACHING POSTS ONLY**  DfES Reference Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you have Qualified Teacher Status?                                 YES NO  **FOR ALL POSTS**  National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DRIVING LICENCE DETAILS (Delete as applicable)**  Do you hold a full driving licence? YES NO  With a D1 classification? YES NO  Do you have any points? (If yes, please state causes) YES NO  Do you have a Mini-bus Proficiency Certificate? YES NO    **HOW DID YOU HEAR ABOUT THIS VACANCY?**  TES online TES paper Eteach Prior Park Schools Website    Local Press Word of mouth Other (please specify) |

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| **3.   Right to Work in the UK** |
| Do you have the legal right to work in the UK? (Delete as applicable) YES NO  Please note: PPET will be require appropriate documentary evidence of your right to work in the UK, as required by the Asylum and Immigration Act 1996. You will be required to provide such evidence at interview. For examples of acceptable documents please visit www.ukba.homeoffice.gov.uk, or contact the HR Department. |

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| **4.  Education – Academic or Vocational Qualifications** |
| Please supply a full secondary education in chronological order, with start and end dates of all periods of education. Please continue on a separate sheet if necessary. |

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| **Qualification & Grade (if appropriate)** | **Awarding Body** | **Date Obtained** |
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| **5.  Membership of Professional Institutions** |
| Organisation Level of Membership  Organisation Level of Membership |

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| **6.  Employment History** |
| Please provide full details of all positions held, employment, self-employment and unpaid work since leaving secondary education. Please start with your current or most recent employer/present post and salary, professional experience gained within previous posts, extra-curricular skills and interests. In each case please provide the reason for leaving employment.  Please provide explanations for any periods not in employment, further education or training.  Please note CV’s cannot be accepted in lieu of this section. Please continue on a separate sheet if necessary. |

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| **Job Title** | **Employer Name & Address** | **Key Responsibilities** | **Dates** | **Reason for Leaving** |
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| **7. Supporting Statement** |
| In support of your application, please provide a statement of the personal qualities and experience that you believe are relevant to your suitability for the post advertised and how you meet the person specification.  Please continue on a separate sheet if necessary. |
| **8. Existing Contacts with the School** |
| Please indicate if you know any existing or previous employees or governors of the school, and if so, how you know them. |

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| **9. Employment Referees** |
| Please provide full details of at least two and ideally three referees. One referee should be your current or most recent employer. References will not be accepted from relatives or from referees writing solely in the capacity of friends. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children.  PPET reserves the right to take up references from any previous employer. PPET intends to take up references from all shortlisted candidates before interview. If you object to us seeking references at that stage, please contact the HR Department. |

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| **Referee 1** | |
| Name |  |
| Address |  |
| Position |  |
| In what capacity does the person know you? |  |
| Tel No/Email |  |

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| **Referee 2** | |
| Name |  |
| Address |  |
| Position |  |
| In what capacity does the person know you? |  |
| Tel No/Email |  |

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| **Referee 3** | |
| Name |  |
| Address |  |
| Position |  |
| In what capacity does the person know you? |  |
| Tel No/Email |  |

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| **10. Data Protection** |
| The 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  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. By signing the application form you consent to the processing of sensitive personal data. |

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| **10. Background Checks** |
| We routinely carry out Criminal Background checks in the form of an Enhanced check for  Regulated Activity for those working or volunteering at PPET.  Do you have any objection to us carrying out a search on you? YES NO  Disclosure of a criminal offence will not automatically render someone unsuitable for employment. PPET will consider the nature of the offence and when it took place in the light of applicant’s potential position. |

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| **11. Declaration** |
| I declare that the information that I have given in this form and letter is true, 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. As 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 Bursar [as appropriate].  If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] 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)  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. |

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| **Please delete as appropriate:** | |
| I have nothing to declare | I enclose a confidential statement |

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: