

Ravenscourt Park Preparatory School

# London Preparatory Schools Ltd

R A VENSC OUR T P ARK PREP AR A T OR Y SCHOOL

16 Ravensco ur t Avenue London W6 0SL

**Application for a Teaching Post**

Ravenscourt Park Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. Ravenscourt Park Preparatory School is an equal opportunities employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

N.B. Please bring verification of identification to interview (passport and 2 proofs of address), as well as evidence of your qualifications (hard copies of certificates). Photocopies are not sufficient.

|  |  |
| --- | --- |
| Position applied for | |
| Surname  Mr / Mrs /Miss /Ms | Forenames |
| Any other surnames used | Do you have Qualified Teacher Status? (Yes / No)  DfE reference number: |
| N.I. No. | Date of birth |
| Permanent Address  Telephone No. | Correspondence Address (if different)  Telephone No. |
| Daytime Telephone No. Mobile Telephone No.  E-Mail Address | |
| Subjects / age range you are able to teach | Date you are able to commence duty |
| Do you have the permanent right to work in the UK? **YES NO** (Please indicate)  If NO, please give details | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education & Training  Please give details of any qualifications you have obtained that are relevant to the position with details of the awarding body and date of award.  (a) Secondary Education | | | | |
| Name of School | From | | To | |
|  |  | |  | |
| Qualifications/Examinations Passed | | | | |
| Name of Qualifications/Examinations | Subject/Grade | | Date obtained | |
| (b) Further/Higher Education | | | | |
| Name of College/University | Full/Part Time | From | | To |
| Name of Qualifications/Examinations  Hons/Ordinary (delete as appropriate)  Class ................... Div ................... | Main Subject/Grade | Subsidiary Subjects | | Date obtained |
| (c) If any course you have taken has been extended beyond the normal period, state reason and period of extension: | | | | |
| (d) Courses attended and other qualifications obtained, since leaving College/University:  Full-Time Part-Time  Seasonal/In Service | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work History and Experience  Please give a full employment history in chronological order since leaving secondary education, including periods of any post-secondary training/education, and any part-time and voluntary work, as well as full-time employment. Please also give reasons for periods not in employment or education/training, and reasons for leaving employment. Please do not leave any gaps in time.  (a) Present (or most recent) teaching post | | | | | | |
| Name, type and | Position held | Scale of post | Main Subject | Reasons for | Date appointed | |
| size of school | (including special | and salary. | taught | leaving | and resigned | |
| (Please give | posts, if any) | Please state any | (if applicable) | |
| full address) | State full or part- | allowances |
| time | received |
|  |  |  |  |  |  | |
| Do you have any family or other relationship with your existing employer/employees? Yes / No  (b) Previous teaching experience (arranged in chronological order – list full-time posts first) | | | | | | |
| Name, type and size of school (Please give full address) | Position held (including special posts, if any) State full or part- time | Scale of post and salary. Please state any allowances received | Main Subject taught | Reasons for leaving | From | To |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (c) Other work experience | | | | |
| Name of Employer | Nature of Employment (full/part-time?) | | From | To |
|  |  | |  |  |
| Present Post – for applicants in other types of employment | | | | |
| Name of Employer | Position held  (state full or part-time and salary) | | Date appointed | |
|  |  | |  | |
| References  Please give two referees, one of whom is your current employer, who can comment on your suitability for the post applied for. If you are not currently working with children, please give details of the employer by whom you were most recently employed in work with children. N.B. references will not be accepted from relatives or people writing in their capacity solely as friends. (In the course of taking references, employers will be asked about disciplinary offences concerning children, including any child protection concerns and the outcome of any enquiry or disciplinary procedure.) | | | | |
| 1) Name Status Address  Tel:  E-mail | | 2) Name Status Address  Tel:  E-mail | | |

|  |
| --- |
| Personal Qualities  Please give a short statement outlining the personal qualities and experience that you believe are relevant to your suitability for the post, or attach a separate letter with this information. |
| Activities and Interests   1. Non-athletic, eg Music, Drama, etc. 2. Athletic and other physical activities (indicate level of participation, eg University, Club, County, etc.) |
| I confirm that the information that I have provided in support of this application is complete and true. Signature Date  Providing false information is an offence and could result in this application being rejected, summary  dismissal or referral to the police.  Please return the completed application form by email to:  [Kate.jason@rpps.co.uk](mailto:Kate.jason@rpps.co.uk)  Or by post to:  Mrs Kate Jason,  Receptionist & PA to Headmaster,  Ravenscourt Park Preparatory School,  16 Ravenscourt Avenue,  London, W6 0SL |
| Please indicate where you heard about this vacancy:  TES / eTeach / IAPS website / word of mouth / other (please specify) |

Ravenscourt Park Preparatory School, 16 Ravenscourt Avenue, London W6 0SL

Tel: 020 8846 9153 Fax: 020 8846 9413 E-mail: [secretary@rpps.co.uk](mailto:secretary@rpps.co.uk) Website: [www.rpps.co.uk](http://www.rpps.co.uk/)

|  |
| --- |
| 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. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  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. |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Declaration  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 HR Advisor.  If you would like to discuss this beforehand, please telephone in confidence to the Head 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)  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.  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.   |  |  | | --- | --- | | I have nothing to declare | I enclose a confidential statement | | (please delete as appropriate) | | |

|  |
| --- |
| 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: |