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|  | **PARKGATE HOUSE SCHOOL**  **80 Clapham Common Northside**  **London SW4 9SD**  **Office: 0207-350-2452**  **HR Email: office@parkgate-school.co.uk**  **www.parkgate-school.co.uk** |

EMPLOYMENT APPLICATION FORM

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| **Post title :** | | |  | | | | | | FOR OFFICE USE ONLY  **REF NO:** |
|  | | | | | | | | | |
| **Personal details** | | | | | | | | | |
| Full name: | | Title: First name: Surname: | | | | | | | |
| Previous name(s) (if applicable): | | |  | | | | | | |
| Address: |  | | | | | | | | |
|  | | | | | | | | | |
| Postcode: | | | | | | |  |  | |
| Telephone (Home): | | | | Telephone (Mobile): | | | | | |
| Telephone (Work): | | | | | |  | | | |
| What is the best daytime contact number for you?: | | | | | | | | | |
| Email address: | | |  | | | | | | |
| **Confidential Referees** | | | | | | | | | |
| One referee should be your present or most recent employer, the other a previous employer. Please let your referees know that we will be in touch with them if you are short listed for this position. | | | | | | | | | |
| 1. | | | | | 2. | | | | |
| Name:  Job title:  Organisation name:  Email:  Telephone number:  Address:  Relationship to the applicant: | | | | | Name:  Job title:  Organisation name:  Email:  Telephone number:  Address:  Relationship to the applicant: | | | | |
| References will only be requested for short listed candidates. May we approach your referees without further reference to you?  Yes  No | | | | | | | | | |
| Please give any dates you are NOT available for interview: | | | | | | | | | |

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| **Post title :** |  | FOR OFFICE USE ONLY  **REF NO:** |

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| Education and qualifications | | | | |
| Please give details of your education and qualifications to date (boxes will expand as required) | | | | |
| Dates (MM/YY) | | School/College | Subject(s) studied  at GCSE level or equivalent | Grades |
| From | To |
|  |  |  |  |  |
|  |  | School/College | Subject(s) studied  at A level or equivalent | Grades |
|  |  |  |  |  |
|  |  | Undergraduate university attended | Subject(s) studied | Degree (with date confirmed) |
|  |  |  |  |  |
|  |  | Postgraduate university attended | Subject(s) studied | Degree (with date confirmed) |
|  |  |  |  |  |
|  |  | Professional qualification  including teacher training institution attended | Subject(s) studied | Degree/qualification (with date confirmed) |
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| **Interests** |
| Please outline your interests: |

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| **Present or most recent employment** | | | | | |
| Post: |  | | | | |
| Name and address of employer: | | |  | | |
|  | | | | | |
| Start date: | |  | | Leaving date (if applicable): |  |
| Reason for leaving: | | | | | |
| Notice required (if applicable): | | | | | |
| Gross salary: | | | | Salary scale (if applicable): | |
| Outline of main duties | | |  | | |
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| Previous employment | | | | |
| List all previous employment since leaving full time education, including any relevant unpaid work, in reverse chronological order. You should account for any periods between jobs by month and year. A curriculum vitae may be enclosed but cannot be used as a substitute for the information required below. | | | | |
| Dates (MM/YY) | | Employer (if a school, include Independent or Maintained and number on roll) | Job title / main duties | Reason for leaving |
| From | To |
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| **Statement in support of your application** | | | |
| Set out below how your skills and experience meet the criteria named in the person specification. Applicants should confine this statement to no more than two sides of A4. | | | |
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| **Other details** | | |
| Do you know any staff working at Parkgate House School?  If YES, please state the nature of relationship and the name of the Parkgate employee(s) | | Yes  No |
| Do you have the legal right to live and work in the UK? | | Yes  No |
| Do you require UKBA sponsorship (previously a work permit) to take up this post? | | Yes  No |
| Type of Visa held and date of expiry:  (You will be asked to produce photographic identification and proof of the above if you are called to interview)   |  |  | | --- | --- | | National Insurance Number | | |  |  | | Where did you see this post advertised? | | | | |
| This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post which involves working directly with children. You are therefore required to declare whether you have any criminal convictions or cautions or bind overs.  Do you have any unspent convictions, cautions, reprimands or warnings? Yes  No  Are you included in any list of people barred from working with children? Yes  No  If yes to either of the above questions, please give details including dates on a separate sheet and forward in a sealed envelope marked Private and Confidential to the Head of Human Resources at the address at the top of this application form or by emailing nwillis@parkgate-school.co.uk using Private and Confidential in the subject line.  If your application is successful, prior to taking up your post, you will be required to undergo a formal disclosure process through the Disclosure and Barring Scheme. This will require you to show us your DBS certificate OR complete a DBS application form. You will need to provide a range of more than one piece of documentary evidence of your identity.  Once your DBS certificate has been seen, do you give us permission to check your DBS status online? Yes  No | | |
| **Declaration** | | |
| I understand that if I am appointed, my information will be stored in accordance with the Data Protection Act 1998. I give my consent to the processing and storing the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment.  I confirm that the information I have given above is true, accurate and complete. I accept that providing false information could result in my dismissal or disqualify me from employment.  Name: | | |
| Signature: | Date: | |



Equal Opportunities Recruitment Monitoring Form

This form is to assist us in ensuring our equal opportunities policy is applied consistently across the School. It will NOT be included in the documentation that goes to the short listing panel or interviewing panel but will be used to produce anonymised data.

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|  | **Post applied for:** | | | | | | | | | | | | | | |
| **1.** | **Gender** | | Male | | |  | | Female | |  | | | | | |
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| **2.** | **I have a disability** | | Yes | | |  | | No | |  | | | | | |
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| **3.** | I would describe my racial or cultural origin as | | | | | | | | | | | | | | |
|  | **a.** | **Asian** |  |  | **b.** | | **Black** | | | |  |  | **c.** | **Chinese** |  |
|  |  | Asian – Bangladeshi |  |  |  | | Black – African | | | |  |  |  | Chinese |  |
|  |  | Asian – British |  |  |  | | Black – British | | | |  |  |  |  |  |
|  |  | Asian – Indian |  |  |  | | Black – Caribbean | | | |  |  | **d** | **Irish** |  |
|  |  | Asian – Pakistani |  |  |  | | Any other Black background  *Please specify:* | | | |  |  |  | Irish |  |
|  |  | Any other Asian background  *Please specify:* |  |  |  | |  | | | |  |  |  |  |  |
|  |  |  |  |  |  | | | |  | | |  |  |  |  |
|  |  |  |  |  |  | | | |  | | |  |  |  |  |
|  | **e.** | **Mixed** |  |  | **f.** | | **White** | | | |  |  | g. | **Other ethnic group** | |
|  |  | Asian and White |  |  |  | | White British | | | |  |  |  |  |  |
|  |  | Black and White |  |  |  | | White European Union | | | |  |  |  | *Please specify:* | |
|  |  | Any other mixed background  *Please specify:* |  |  |  | | Any other White background  *Please specify:* | | | |  |  |  |  | |
| **4.** | Nationality: | | | | | | | | | | | | | | |
| **5.** | I am aged: Date of birth (DD/MM/YY): | | | | | | | | | | | | | | |
| **6.** | I give my consent to Parkgate House School to process the information given in accordance with the purpose stated above. | | | | | | | | | | | | | | |

Name:

Signature: Date: