

Application Form

Position applied - **Head**

|  |  |
| --- | --- |
| Personal Details | |
| Surname  Mr/Mrs/Miss/Ms | Forenames |
| Former name(s) (if any) | Date of birth (for Safer Recruitment purposes only) |
| National Insurance No |  |

|  |  |
| --- | --- |
| Permanent address | Previous address  (if less than 5 years since you moved to your current address) |
| Home telephone  Mobile telephone | e-mail address |
| Do you hold a current UK driving licence?  If yes, which classes of vehicle are you qualified to drive? | DfE reference number |

**Work History and Experience**

Please give a **full** 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.**

# Present / Last Appointment

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (month/year) | Position held  Full time/Part time | Employer  (Please give full address) | Reasons for leaving |
|  |  |  |  |

**Previous employment/career experience** (please start with the most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (month/year) | Position held  Full time/Part time | Employer  (Please give full address) | Reasons for leaving |
|  |  |  |  |

Please continue on a separate sheet if insufficient space has been allowed and give full details of your responsibilities and achievements in each post.

**Education, Training and Qualifications**

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.

# Secondary Education

|  |  |  |
| --- | --- | --- |
| Dates | School or College | Subject and Grades |

**Higher Education**

|  |  |  |
| --- | --- | --- |
| Dates | University or College | Subject(s) and degree class (grades) |

**Further Postgraduate Qualifications (including PGCE)**

|  |  |  |
| --- | --- | --- |
| Dates | University or College | Subject(s) and degree class (grades) |

**Membership of professional organisations and other experience in education**

|  |
| --- |
|  |

**Professional Development and Training**

|  |  |  |
| --- | --- | --- |
| Please give details of any relevant training/courses you have undertaken in the last three years. | | |
| Date | Course title/description | Course provider |
|  |  |  |

**Interest, Hobbies and Activities**

Please give details of your interests, hobbies and activities in which you are involved. Please indicate any activities that you would like to offer as your extra-curricular contribution (including games) and indicate your standard where appropriate.

**Personal Statement**

Please state why you are applying for this post and say what particular attributes, qualities or special areas of interest or expertise that demonstrate your suitability for the role against the criteria detailed in the person specification. Please give details of any achievements in your previous roles and any further details to support your application.

**Compulsory Declaration**

As the job for which you are applying involves substantial opportunity for access to children, it is essential that you provide us with legally accurate answers and that any unspent convictions, cautions, reprimands or warnings you may have MUST be disclosed.

The disclosure in your application 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 information. However, 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. Any information will be completely confidential and will be considered only in relation to this appointment.

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 Baring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

If your answer is yes, please provide full details on a separate sheet of paper and enclose this in a separate sealed envelope marked “Private and Confidential”, for the attention of the Bursar, along with your application.

If you would like to discuss this beforehand, please telephone the school in confidence to talk to the Bursar for advice.

## In accordance with statutory requirements, any offer of appointment will be subject to satisfactory clearance by the Disclosure and Barring Service. Where applicable (see below) it may also be subject to the provision of satisfactory international police check(s).

**International Police Checks**

The Disclosure and Barring Service is not able to access all police records held internationally. Consequently, you may be required to submit a separate police check from any country you have lived, worked or travelled in for more than three months in the last ten years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever lived, worked or travelled abroad for more than three months in the last ten years?**  **If your answer is yes, please provide details below of the country (or countries) and the dates that you were there.** | | | |  | |
| Name of Country | Dates | | | | |
| From | | To | | |
| Mth | Year | Mth | | Year |
|  |  |  |  | |  |

**Other Details**

If you are offered the post, you will be required to complete a detailed health questionnaire and your appointment will be conditional upon the completed questionnaire being satisfactory. Should we require further information about your state of health, we may wish to contact your doctor with a view to obtaining a medical report and you may be required to undergo a medical examination. If this is the case, we will advise you.

Do you authorise us to contact your GP or to ask the School doctor for a medical report if you are selected?

Please give details of two referees. One should be your present or most recent employer. If you are not currently working with children please provide a referee from your most recently employment involving children.

Referees and past employers will be asked about disciplinary offences relating to children, which may include any in which the penalty is ‘time expired’; and whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives.

**References**

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name | Name |
| Occupation | Occupation |
| Address | Address |
| Tel: | Tel: |
| Email: | Email: |
| Job Title / Relationship to applicant | Job Title / Relationship to applicant |
| May we contact prior to interview Y / N | May we contact prior to interview Y / N |

**Declaration**

**Notes**

If you are invited to interview, we will need to see proof of identification and of your right to work in the UK, together with original certificate of qualifications. The information collected on this form will be used in compliance with the Data Protection Act 2018 and checks may be made to verify the information provided.

The School supports the principle of equal opportunities and opposes discrimination of any kind. Being a committed equal opportunities employer, the School takes every possible step to ensure that employees and prospective employees are treated equally and fairly in respect of these matters. All policies and practices will confirm with the Equality Act 2010 and the principle of equal opportunities in terms of recruitment, selection, training, promotion, career development, discipline, redundancy and dismissal. Our staff and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes.

Copthorne Prep School operates a no smoking policy.

**I certify that, to the best of my knowledge and belief, all information given is complete and correct. I understand and accept that providing false information will result in my application being rejected or the withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form.**

**I agree that Copthorne Prep School reserves the right to require me to undergo a medical examination.**

***Signed***

***Date***

If you complete this form electronically, you will be asked to sign a hard copy when you attend for interview.

**Please return this application form, marked Private & Confidential, to:**

**Mr P Flowerday, Bursar, Copthorne Prep School, Effingham Lane, Copthorne, West Sussex RH10 3HR**