



POWNALL HALL SCHOOL

**Carrwood Road, Wilmslow, Cheshire SK9 5DW
Registered Charity No. 525929**

Post applied for:

PREP TEACHER (LKS2 Maternity Cover) APPLICATION FORM

Name:

Please submit with this form, a curriculum vitae and a letter of application outlining your personal education philosophy, your suitability for this important post and what you would expect to contribute to Pownall Hall School.

The names and addresses of two referees should also be included, one of which should be your current employer/head teacher.

If invited for interview, the school will require you to bring original copies of your qualifications and evidence of your identity.

The successful candidate may be required to undergo a medical examination prior to appointment but will certainly need to be able to certify medical fitness for the post and be able to ensure they do not fall under the 'by association' rule.

Applications should be sent to:

Mrs K. Evans - School Office
Pownall Hall School
Carrwood Road
Wilmslow
Cheshire
SK9 5DW
e-mail: genoffice@pownallhallschool.co.uk

Confidential Application Form

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS Checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send written references, examples of work or other supporting information unless it is specifically requested.

Position Applied for: Prep Teacher (LKS2 Maternity Cover)
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Personal Details:

Title:

Surname:

Forename(s):

Previous Name(s):

Nationality:

Address:

Date of birth:

National Insurance Number:

Contact Telephone Number:

Email address:

Do you have qualified Teacher Status? [YES/NO]

Do you have the right to work in the UK? [YES/NO]

<p>Are you related to any elected Member of the Council/Member of the Governing Body/Senior Officer of the Council/Employee of this organization?</p>

Yes ☐

No ☐

Don't know ☐

If Yes, please give name of elected Member/Senior Officer:

Education and Qualifications

Please give details of **Secondary** and **Further Education** including any ‘A’ levels or equivalent vocational courses:

Dates (mm/yyyy) From To		College/other Institution	Qualification obtained and grade/level

Please give details of any **Higher Education** and equivalent courses:

Dates (mm/yyyy) From To		College/Other Institution	Qualifications obtained and grade/level	Name of awarding body

Please give details of any other professional or vocational qualifications you hold that are relevant to your application:

Dates Obtained	Qualifications obtained and grade/level	Name of awarding body

Employment History

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on separate sheet if necessary:

Present Employment

Job title:

Employer:

Current salary:

Address:

Current Scale (if applicable):

Employed from:

Employed to:

Please give a brief description of current duties, responsibilities and achievements:

Previous Employment

[illegible]

If there are any gaps in your employment or education history, please explain them here:



Referees

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (**Note:** If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend).

Name:

Position:

In what capacity do you know the referee:

Name of organisation:

Address:

Telephone No.:

Email:

Name:

Position:

In what capacity do you know the referee:

Name of organisation:

Address:

Telephone No.:

Email:

Please note that we will contact these referees if you are short listed for this post and seek references before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

Personal Statement

Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.

For persons who are not British or EU Nationals

If you have any conditions related to your employment, please give full details:

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Personal Declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, 'bind-overs', or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or 'bound-over' or given a caution? YES/NO

If YES, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.

I understand that if my application is successful, I will be required to obtain a DBS Enhanced Disclosure at the appropriate level.

Declaration – please read carefully

For the purposes of the Data Protection Act 2018 (Implementation of GDPR), I consent to the information contained in this form and any information received by or on behalf of Pownall Hall School, relating to the subject matter of this form, being processed by them in administering the recruitment process.

Pownall Hall School is committed to protecting the privacy and security of your personal information. Our privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the General Data Protection Regulation 2018 (GDPR). Please contact us should you wish to receive a copy of our full privacy notice.

Pownall Hall School is committed to the safeguarding of children and expects all employees to share and uphold this commitment. Any employee will be subject to satisfactory background checks in line with UK and International requirements. All employees will undertake annual and regular safeguarding training

I declare that the information given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Print Name: _____

All candidates applying for employment via email will be required to sign and date this form if invited to attend and interview.