**Application Form**

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| **Position Applied For:** |

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| **Section 1: Personal Details** | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms/Other | | Forename(s): | Surname: |
| Address:  Postcode: | | | Former name(s): |
| Preferred name: |
| National Insurance Number: |
| Are you currently eligible for employment in the UK?  Yes  No  Please provide details: |
| **Contact details:** | | | Teacher’s Reference Number (if applicable): |
| Home telephone: | Mobile: | | Are you registered with the GTC for England?  Yes  No |
| Work telephone: | Email Address: | | Do you have Qualified Teacher status?  Yes  No |
| Are you related to or do you maintain a close relationship with an existing employee, pupil, volunteer, proprietor of Farrowdale House Independent Preparatory School? If so, please provide details. | | | |

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| **Section 2: Education**  **Please start with the most recent** | | | | | |
| **Name of School/College/**  **University** | **Dates of Attendance** | **Examinations** | | | |
| **Subject** | **Result** | **Date** | **Awarding Body** |
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| **Section 3: Other Vocational Qualifications, Skills or Training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | |
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| **Section 4: Employment** | |
| Current/most recent employer: | Current/most recent employer’s address: |
| Current/most recent job title: | Date started: |
| Brief description of responsibilities: | Date employment ended (if applicable): |
| Current salary/ salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these. |
| Reason for seeking other employment: | |
| Please state when you would be available to take up employment if offered: | |

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| **Section 5: Previous Employment and/or activities since leaving secondary education**  Please continue on a separate sheet if necessary. | | | | |
| **Date From** | **Date To** | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
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| Please detail any gaps in your employment history below:- | | |
| **Date From** | **Date To** | **Reason for gap** |
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| **Section 6: Interests**  Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra-curricular activity. |
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| **Section 7: Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| **Section 8: Criminal Records** |
| Farrowdale House Independent Preparatory School follows safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and an offer of employment is conditional upon the school receiving a satisfactory enhanced disclosure from the Disclosure & Barring Service.  Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).   |  |  | | --- | --- | | Have you been convicted by the courts of any criminal offence? | Yes  No | | Is there any relevant court action pending against you? | Yes  No | | Have you ever received a caution, reprimand or final warning from the police? | Yes  No |   If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. |

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| **Section 9: References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intend to take up references from all shortlisted candidates before interview. | | | |
| **Referee 1** | | **Referee 2** | |
| Name: |  | Name: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
| Occupation: |  | Occupation: |  |
| Telephone Number: |  | Telephone Number: |  |
| Email Address: |  | Email Address: |  |
| May we contact prior to interview? Yes  No | | May we contact prior to interview? Yes  No | |

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| **Section 10: Recruitment** |
| It is the School’ policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.  The School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:  [Safeguarding Policy](https://docs.google.com/document/d/1SA87kKyLNyx1J8o87Il0N-AkuslMRjMuoFQVVqFHRBE/edit?usp=sharing)  Please take the time to read the School’s Safeguarding Policy  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. |

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| **Section 11: Declaration** |
| I confirm that the information I have given on this application form is true and correct to the best of my knowledge.  I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body. I confirm that I understand that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.  I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.  I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. |

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| **Signed:** |  |
| **Dated:** |  |

**Equal Opportunities Monitoring Form**

Farrowdale House Independent Preparatory School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. We ask some questions regarding disability which may also assist us in determining whether any reasonable adjustments are necessary to facilitate your interview.

This form will be separated from your Application Form on receipt and kept securely.

We would be grateful if you would fill in this form and return it with your Application. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

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| **Job applied for:** |  | **Date of application:** |  |

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| **Gender** | | | |
| Male |  | Female |  |
| Other (please specify) |  | Prefer not to say |  |

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| **Age** | | | | | |
| 16-24 |  | 25-34 |  | 35-44 |  |
| 45-54 |  | 55-64 |  | 65 or over |  |

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| **Ethnic Origin** | | | |
| **White** | | **Mixed** | |
| British: |  | White and Asian: |  |
| Scottish |  | White and Black African: |  |
| Welsh |  | White and Black Caribbean: |  |
| Irish: |  | Other Mixed:(Please specify) |  |
| Gypsy/Roma or Irish traveller: |  | Other White: (Please specify) |  |
| **Asian or Asian British** | | **Black or Black British** | |
| Bangladeshi: |  | African: |  |
| Indian: |  | Caribbean: |  |
| Kashmiri: |  | Somali: |  |
| Pakistani: |  | Other black (please specify): |  |
| Other Asian: (please specify) |  | **Other ethnic Group** (please specify): |  |
| **Chinese or Chinese British** | |  | |
| Chinese: |  | Other Chinese: (please specify) |  |

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| **Sexual Orientation** | | | | | |
| Bisexual |  | Gay Man |  | Gay Woman/ Lesbian |  |
| Heterosexual/ Straight |  |  | | Prefer not to say |  |

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| **Religion or Belief** | | | | | | | |
| Buddhism |  | Christianity |  | Hinduism |  | Judaism: |  |
| Islam |  | Sikhism |  | Other |  | No religion or belief: |  |

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| **Where did you hear about the job you have applied for?** | | | |
| School Website |  | Indeed |  |
| GreaterJobs |  | TES |  |
| Friend |  | Other (please specify) |  |

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| **Disability** | | | |
| Do you consider yourself to have a disability within the terms of the Equality Act 2010. Disability in this context is defined as any physical or mental impairment which has a substantial and long-term (over 12 months) adverse effect on your ability to carry out normal day-to-day activities. | | | |
| Yes: |  | No: |  |

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| If you answered "Yes" please give brief details of your condition. |
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| Please provide details of any adjustments you may require to enable you to attend and participate in the interview (including, for example, induction loop/radio aid/speech-to-text reporter/BSL interpreter/other) |
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| Please provide details of any adjustments you may require to enable you to undertake the job for which you have applied. |
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| For the purposes of compliance with the Data Protection Act 2018, I hereby confirm that by completing this form I give my consent to Farrowdale House Independent Preparatory School processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files. |

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| **Signed:** |  |
| **Dated:** |  |