



APPLICATION FOR THE APPOINTMENT OF PA TO THE HEADMASTER (PART-TIME)

FROM MARCH 2012

NAME OF CANDIDATE:

Please return this application form, together with your covering letter to:

Mrs Nicki Logan
Compliance & HR Officer
The Manor Preparatory School
Faringdon Road
Abingdon
Oxon OX13 6LN

Tel: 01235 858478
Fax: 01235 559593
e-mail: nlogan@manorprep.org

Candidates may wish in addition to submit their own Curriculum Vitae, but there is no need to do so.

PERSONAL DETAILS

| | |
|---|---|
| Title | Surname |
| Former Surnames (maiden name/any changes of name) | First Name(s) Please underline your preferred name |
| Current Address | All Previous Addresses in the last 5 years with moving dates (month and year) |
| Email address | Telephone Number (Home) |
| Telephone Number (Mobile) | Telephone Number (Work) |
| Date of Birth | National Insurance Number |
| Nationality | Do you require a work permit to work in the UK? |

TEACHING POSTS ONLY

| | |
|---|---|
| Teacher Reference Number | Have you Qualified Teacher Status? YES / NO |
| Are you registered with the General Teaching Council? YES / NO | |

EXISTING CONTACTS WITHIN SCHOOL

Please indicate if you know any existing employees or governors at the School and, if so, how you know them

DECLARATIONS AND SIGNATURE

1. I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions, reprimands, final warnings and bind-overs, including those regarded as 'spent' must be declared. **THIS MEANS THAT ALL CONVICTIONS, CAUTIONS, REPRIMANDS, FINAL WARNING, BIND-OVERS MUST BE DECLARED EVEN IF I BELIEVE THAT THEY HAVE BEEN DELETED FROM POLICE RECORDS.**
2. I have not been barred from working with children, am not named on the ISA's Protection of Children's Act List (POCA) and am not subject to any sanctions imposed by a regulatory body (eg The General Teaching Council).
3. I have never had any convictions, cautions, reprimands, final warnings and bind-overs
OR (Delete as appropriate)
I have attached details of any convictions, cautions, reprimands, final warnings and bind-overs in a sealed envelope marked 'confidential'.
4. I certify that the information given in this form is true and complete. I understand that any false statement or omission may, if discovered at a later time, lead to dismissal.

SIGNATURE : **DATE:**

I AM AWARE THAT THE POST FOR WHICH I AM APPLYING IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974 AND THEREFORE THAT ALL CONVICTIONS, CAUTIONS, REPRIMANDS, FINAL WARNINGS AND BIND-OVERS, INCLUDING THOSE REGARDED AS 'SPENT' MUST BE DECLARED. **THIS MEANS THAT ALL CONVICTIONS, CAUTIONS, REPRIMANDS, FINAL WARNING, BIND-OVERS MUST BE DECLARED EVEN IF YOU BELIEVE THEY HAVE BEEN DELETED FROM POLICE RECORDS.** I HAVE NOT BEEN DISQUALIFIED FROM WORKING WITH CHILDREN, AM NOT NAMED ON DFES LIST 99 OR FOR THE PROTECTION OF CHILDREN ACT LIST, AM NOT SUBJECT TO ANY SANCTIONS IMPOSED BY A REGULATORY BODY (E.G. THE GENERAL TEACHING COUNCIL).

EITHER (PLEASE DELETE AS APPROPRIATE)

I HAVE NEVER HAD ANY CONVICTIONS, CAUTIONS, REPRIMANDS, FINAL WARNINGS OR BIND-OVERS

OR

I HAVE ATTACHED DETAILS OF ANY CONVICTIONS, CAUTIONS, OR BIND-OVERS IN A SEALED ENVELOPE MARKED CONFIDENTIAL

I CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE. I UNDERSTAND THAT ANY FALSE STATEMENT OR OMISSION MAY, IF DISCOVERED AT ANY LATER TIME, LEAD TO DISMISSAL.

SIGNATURE : **DATE:**

QUALIFICATIONS

GCSE or 'O' Level; 'A' Level or Equivalent, Certificate/Diploma in Education/Degree(s); Degree Level or Advanced Qualification

| Date | Qualification | Subject(s) | Examining Body | Grade/ Pass Level |
|------|---------------|------------|----------------|----------------------|
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SECONDARY SCHOOL EDUCATION

| School | Full/Part Time | From | To |
|--------|----------------|------|----|
| | | | |
| | | | |

FURTHER EDUCATION/TRAINING

| Establishment | Full/Part Time | From | To |
|---------------|----------------|------|----|
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CAREER HISTORY

Please give a full history in chronological order of all employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, and in every case the reasons for leaving/changing your situation. There must be no gaps between the date of leaving school and the present day. The final entry in this part of the form is your present situation/employment.

| Establishment (Name & Type) | Post Held | Full/Part Time | From (Month/Year) | To (Month/Year) |
|-----------------------------|-----------|----------------|-------------------|-----------------|
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Reason for leaving:

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Reason for leaving:

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Reason for leaving:

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Reason for leaving:

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Reason for leaving:

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Reason for leaving:

PART TWO (CONTINUED) REFERENCE NUMBER

| Establishment (Name & Type) | Post Held | Full/Part Time | From (Month/Year) | To (Month/Year) |
|-----------------------------|-----------|----------------|-------------------|-----------------|
| Reason for leaving: | | | | |
| Reason for leaving: | | | | |
| Reason for leaving: | | | | |
| Reason for leaving: | | | | |
| Reason for leaving: | | | | |
| Reason for leaving: | | | | |
| Reason for leaving: | | | | |

Please continue on another sheet if necessary

| | |
|--|----------------------------------|
| PRESENT EMPLOYMENT DETAILS (OR MOST RECENT JOB) | |
| Present Basic Salary per Annum: | Additional Allowances per Annum: |

PASTIMES/LEISURE INTERESTS

REFERENCES

Please provide details of three people who we may approach for a reference. One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, one referee must be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or from referees writing solely in the capacity of friends.

Name

Address

Email Telephone

Relationship to you

May we approach this referee prior to interview?

Name

Address

Email Telephone

Relationship to you

May we approach this referee prior to interview?

Name

Address

Email Telephone

Relationship to you

May we approach this referee prior to interview?