

**PRIVATE AND CONFIDENTIAL**

**Application for Employment**

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| **FULL NAME:** |  |
| **POST APPLIED FOR:** |  |

Thank you for your interest in The Manor Preparatory School. Please complete **all** sections (including Personal Details and Recruitment of Ex-Offenders declaration) before submitting your application. Our Recruitment of Ex-Offenders Policy can be found in our Recruitment Policy which is available to view here <https://www.manorprep.org/MainFolder/Library-of-Policies/Recruitment-Policy-25-Sept-2018.pdf>

Please be aware that an offer of employment is conditional upon the School receiving a satisfactory Enhanced DBS Disclosure with Barred list (if working in regulated activity). Please see Part 2 of the application form for further information or visit <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>.

Please either complete this form clearly in black ink or electronically. CV’s will **not** be accepted in substitution for completed application forms. If there is insufficient room in any section please continue on a separate sheet, clearly indicating the relevant section number at the top of the page.

If you are short-listed for interview you will be contacted directly by telephone or email. Unsuccessful applicants will be notified by email.

Please return completed applications to The HR Department, The Manor Preparatory School, Abingdon, Oxon OX13 6LN or email to [hr@manorprep.org](mailto:hr@manorprep.org).

**If you have any questions regarding the completion of this form, please contact the HR Officer.**

Kate Smith

01235 858478

[hr@manorprep.org](mailto:sarah.ballard@radley.org.uk)

**PART ONE**

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| **1. PERSONAL DETAILS** | | | | | | |
| **Title:** | Mr/Mrs/Miss/Dr/Other (please specify) | | | | | |
| **Surname:** | | | | | | |
| **Please list all previous surnames used:** | | | | | | |
| **Forename:** | | | **Middle name(s):** | | | |
| **Current address:**  **Postcode:** | | | **Contact Numbers:** Please tick next to which method of contact you would prefer us to use | | | |
| **Home:** | | |  |
| **Mobile:** | | |  |
| **Email:** | | |  |
| **Next of Kin Name:** | | | **Relationship to you:** | | | |
| **Next of Kin Telephone Number:** | | |  | | | |
| **National Insurance Number:** | | |  | | | |
| **What is your current notice period?** | | |  | | | |
| **Are there any restrictions on you taking up employment in the UK?** YES/NO  **If you have a work permit please provide the expiry date:** | | | | | | |
| **Have you lived outside the UK, for over three months, during the last 5 years?** YES/NO  **If so, you will need to supply a Police Certificate of Good Conduct from that country.** | | | | | | |
| **Do you have a current UK driving licence?** YES/NO | | | | | | |
| **Where did you hear about this vacancy?** | | | | | | |
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| **2. EDUCATION AND QUALIFICATIONS** | | | | | | |
| **Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there. It is important that dates show both month and year.** | | | | | | |
| **Secondary school(s) attended** | | | | | | |
| **Name and location** | | **Dates attended**  **From (MM/YY)** | | **To (MM/YY)** | **Qualifications attained (subject, level, grade)** | |
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| **College(s) attended** | |  | |  |  | |
| **Name and location** | | **Dates attended**  **From (MM/YY)** | | **To (MM/YY)** | **Qualifications attained (subject, level, grade)** | |
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| **Universities attended** | |  | |  |  | |
| **Name and location** | | **Dates attended**  **From (MM/YY)** | | **To (MM/YY)** | **Qualifications attained (subject, level, grade)** | |
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| **Membership of professional bodies:** | | |  | |  |
| **Name of professional body** | **Level** | | **Qualification** | | **Date Achieved** |
| **Do you hold a PGCE?** | |  |  | | YES/NO  **Subject:** |
| **If the answer to the above is yes, have you completed your NQT year?** | | | | | YES/NO |
| **Do you have qualified teacher status?** | | | | | YES/NO |
| **Please supply your DfE reference number** | | | | | **\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Other courses: Please list below any courses you have attended which are required for the position or are relevant to it (continue on a separate sheet if necessary)** | | | | | |
| **Name of course, where completed and qualification attained** | | | | **Date completed (MM/YY)** | |
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| **3. EMPLOYMENT HISTORY** | | | | |
| Please supply a full history in date order (with start and end dates, specifying month and year) starting with your current/most recent employer first, of **all** **employment, self-employment and any periods of unemployment** since leaving secondary education. You **must** provide, where appropriate, explanations for **any** periods not in employment, self-employment or further education/training and in each case reasons for leaving employment. Please continue on a separate sheet if necessary. | | | | |
| **Employment dates** | |  |  |  |
| **From (MM/YY)** | **To MM/YY)** | **Name and address of employer** | **Job title and brief summary of main responsibilities** | **Reason for leaving** |
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| **3. EMPLOYMENT HISTORY (CONTINUED)** | | |  |  |
| **Employment dates (continued)** | |  |  |  |
| **From (MM/YY)** | **To (MM/YY)** | **Name and address of employer** | **Job title and brief summary of main responsibilities** | **Reason for leaving** |
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| **3. EMPLOYMENT HISTORY – GAPS**  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details. | | | | |
| **Dates** | | **Reason for gap in employment** | | |
| **From (MM/YY)** | **To MM/YY)** |  |  |  |
| **Please continue on a separate sheet if necessary** | | | | |

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| **4. REASONS FOR LEAVING YOUR CURRENT ROLE** |
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| **5. LEISURE/NON-WORK ACTIVITIES** | |
| **Outline particular interests you have outside work.** | |
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| **6. EXISTING CONTACTS WITHIN THE SCHOOL** | |
| **In accordance with our Equal Opportunities Policy, and to ensure an unbiased selection process, please indicate if you know or are related to any existing employees at the school, and if so, how you know/are related to them.** | |
| **Name and position at the school** | **Relationship to you (friend, neighbour, sister)** |
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| **7. SUPPORTING INFORMATION** | |
| **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 attitude to undertake the duties of this post. Continue on a separate sheet if necessary.** | |

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| **8. REFEREES** | |
| **Please supply the names and contact details of three people we may contact for references. One of these must be your current or most recent employer as stated in ‘Keeping Children Safe in Education – September 2018’. If you have worked with children in the past please include this employer as one of your referees. Referees should not be a relative, someone known to you solely as a friend or a Manor employee. The school reserves the right to take up references from any previous employer or request further references if the above advice is not taken in to account when providing a referee.** | |
| **Referee 1** |  |
| **Name:** |  |
| **Full address:** |  |
| **Telephone number:** |  |
| **Email:** |  |
| **How do you know this person?** |  |
| **Occupation:** |  |
| **May we approach this referee prior to interview?** |  |
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| **Referee 2** |  |
| **Name:** |  |
| **Full address:** |  |
| **Telephone number:** |  |
| **Email:** |  |
| **How do you know this person?** |  |
| **Occupation:** |  |
| **May we approach this referee prior to interview?** |  |
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| **Referee 3** |  |
| **Name:** |  |
| **Full address:** |  |
| **Telephone number:** |  |
| **Email:** |  |
| **How do you know this person?** |  |
| **Occupation:** |  |
| **May we approach this referee prior to interview?** |  |

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| **Have you worked with children during your employment?** | **YES/NO** |
| **Have you undertaken volunteer work involving children?** | **YES/NO** |

**All offers of employment are subject to:**

**Pre-employment immigration check**

**Satisfactory medical clearance**

**References satisfactory to the school**

**Proof of qualifications relevant to the post**

**A satisfactory certificate from the Disclosure and Barring Service**

**Overseas police check(s) where necessary**

**I declare the information I have given is, to the best of my knowledge, accurate and complete.**

**Signed ……………………………………………….. Date ……………………………..**

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**PLEASE CONTINUE TO COMPLETE PART 2**

**PART TWO**

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| **PERSONAL INFORMATION** | |
| **These sheets will be detached from your application form before the short-listing process and held separately in a confidential file. This information will enable us to record and monitor information in connection with equal opportunities and is necessary to ensure our school complies with its Safer Recruitment obligations, as required of all schools by the Government.** | |
| **First name(s)** | **Surname:** |
| **Position applied for:** | |
| **Date of birth:** | |
| **Nationality:** | |
| **Special equipment or adjustments required:** | |
| **Current salary £**  **Please list any other allowances** | |

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| **Previous address(es)** | | | | | | | | |
| **If you have been resident at your current address for less than five years, please provide all previous addresses during that period. Please continue on a separate sheet, if necessary.** | | | | | | | | |
| **Full address and postcode** |  | | | |  | | | |
| **Resident at this address:** | **From**  **MM/YY** |  | **To**  **MM/YY** |  | **From**  **MM/YY** |  | **To**  **MM/YY** |  |

**CRIMINAL RECORD**

**Any offer of employment is conditional upon the School obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced check for Regulated Activity from the DBS (which includes a check of the Children’s Barred List) in respect to all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete an online DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS.**

**The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. Before answering the questions over the page please read the information on spent convictions and DBS filtering rules detailed in the School’s Recruitment of Ex-offenders Policy and/ or available on the DBS website:**

[**https://www.gov.uk/government/publications/dbs-filtering-guidance**](https://www.gov.uk/government/publications/dbs-filtering-guidance)

[**https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check**](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

**If you have a criminal record this will not automatically debar you from employment; each case will be fairly and objectively assessed by the School in relation to the nature of the employment applied for, and the nature of the offence concerned.**

**Any member of staff, their family (if over 16), volunteer, agency/contract staff working at the school or any other adult coming into regular contact with the children or having unsupervised access to school premises, will not be employed or permitted to live or work on school premises if recruitment checks disclose that they have been convicted of an offence (including ‘spent’ offences) which indicate that they may be unsuitable to work with or have regular contact with children.**

**Please note that any employer (where children are involved), whom we contact for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the Department of Education, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome.**

**Before answering these questions, please see the information on spent convictions and the DBS filtering rules.**

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| **DECLARATIONS AND SIGNATURE – PLEASE ENSURE THIS SECTION IS FULLY COMPLETED BY TICKING THE RELEVANT SECTIONS BELOW AS APPROPRIATE AS INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** |

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|  | **Y** | **N** |
| 1. I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974. I am aware therefore that I am required to declare any pending prosecutions or convictions, any existing cautions, reprimands, final warnings and bind-overs, including those regarded as ‘spent’.   **THIS MEANS THAT ALL CONVICTIONS, CAUTIONS, REPRIMANDS, FINAL WARNING AND BIND-OVERS INCLUDING THOSE THAT ARE PENDING OR THOSE REGARDED AS ‘SPENT’ MUST BE DECLARED EVEN IF I BELIEVE THAT THEY HAVE BEEN DELETED FROM POLICE RECORDS.** |  |  |
| 1. Have you ever been barred from working with children (i.e. does your name appear on the DBS Barring List)? |  |  |
| 1. Have you ever been cautioned for, convicted of, or charged with any of the offences against children or adults listed in Table A of the Disqualification under the Childcare Act 2006? For further information, please visit <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741597/APPENDICES-Disqualification_under_the_childcare_act_statguidance__4_.pdf> |  |  |
| 1. Have you ever been subject to any order relating to care of children listed in Table B of the Disqualification under the Childcare Act 2006? For further information, please visit <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741597/APPENDICES-Disqualification_under_the_childcare_act_statguidance__4_.pdf> |  |  |
| 1. Have you ever had registration refused or cancelled in relation to childcare or children’s homes, or been prohibited from private fostering? |  |  |
| 1. Have you ever been cautioned for, convicted of, or charged with any offence committed overseas which would constitute a relevant offence for the purposes of disqualification in the UK? |  |  |
| 1. I am medically fit to work with children (I know of no reasons, on grounds of mental or physical health, why I am not able to discharge the responsibilities of this post) |  |  |
| 1. I understand my responsibility to safeguard children, and I am aware that I must notify the Head immediately of anything that may affect my suitability to work with children.  I will ensure that I notify the school immediately of any convictions, cautions, court orders, reprimands or warnings I may receive. |  |  |
| **SIGNATURE: ……………………………………………………………………………………………...**  **Date: ………………………………………………………………………………………………………..** | | |

If you have answered “yes” (Y) to questions 2, 3, 4, 5 or 6 above, please provide further details on a separate sheet. Any information you provide in relation to yourself or other household members will be used solely for the purposes of compliance with the above legislation.