

**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 of this application form. Please note that an offer of employment is conditional upon the School receiving a satisfactory Enhanced DBS Disclosure with Barred list. Where a role involves engaging in regulated activity, it is an offence to apply if you are barred from engaging in regulated activity relevant to children. The barring list will be checked upon acceptance of an offer.

For further information please 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 Rachel Hodgson, HR Officer.**

01235 858478

[hr@manorprep.org](mailto:hr@manorprep.org)

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| **1. PERSONAL DETAILS** | | | | | |
| Title: | Mr / Mrs / Miss / Ms / Dr / Other (please specify) | | | | |
| Surname: | | | | | |
| Please list all previous surnames used: | | | | | |
| Forename: | | | Middle name(s): | | |
| Current address:  Postcode: | | | | | |
| How long have you lived at this address:  *If less than five years, please provide all previous addresses for the past 5 years.*  *If there is insufficient space, please continue on a separate sheet if necessary giving page numbers and title heading.* | | | | | |
| Previous Address: | | | Previous Address: | | |
| Postcode: | | | Postcode: | | |
| Length of time at address: | | | Length of time at address: | | |
| Contact Numbers: Please tick next to which method of contact you would prefer us to use | | | | | |
| Home: | | |  | | |
| Mobile: | | |  | | |
| Email: | | |  | | |
| What is your current notice period? | | |  | | |
| Do you have a current full UK driving licence? YES/NO | | | | | |
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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) |
|  | |  | |  |  |
|  | |  | |  |  |
| College(s) attended | |  | |  |  |
| Name and location | | Dates attended  From (MM/YY) | | To (MM/YY) | Qualifications attained (subject, level, grade) |
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| University 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 teaching qualification? Please give details:** | |  |  | | YES / NO |
| **Have you completed an 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 (most current first) specifying month and year, 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)** | | |  |  |
| **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 employee, volunteer or Governor 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. TEACHERS ONLY** |
| **At The Manor, teaching staff may be asked to perform the role of a Form Teacher during their time here in order to support the pastoral needs of the children and also in the interests of staff development. We offer guidance to those taking on the role for the first time. Please could you tell us about your experience, if any, in this area?** |
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| **9. 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 2021’. If you have worked with children in the past please include this employer as one of your referees. If you have worked within a School, please ensure the reference can be signed by the Head Teacher. 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?** |  |
| **Referee 2** |  |
| **Name:** |  |
| **Full address:** |  |
| **Telephone number:** |  |
| **Email:** |  |
| **How do you know this person?** |  |
| **Occupation:** |  |
| **May we approach this referee prior to interview?** |  |
| **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** |

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| **Data Protection**  The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties. |
| **Declaration**  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks  I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency).*  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. |
| **SIGNATURE: ……………………………………………………………………………………………...**  **Date: ……………………………………………………………………………………………………….** |

**PLEASE KEEP THIS PAGE SEPARATE TO THE APPLICATION FORM**

This information will not be disclosed to the shortlisting panel

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| **Current Salary:** | |
| **Salary (basic) if appropriate** | **Additions**  (Please indicate responsibility points, London allowance etc.) |
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| **Total Salary** |  |

*Safeguarding and promoting the welfare of children and young people is our highest priority. The Manor Preparatory School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.*

Thank you for taking the time to complete this application form. Please email an electronically signed copy of this form to [hr@manorprep.org](mailto:hr@manorprep.org) prior to the closing date and send the original signed version in the post.