

**PRIVATE AND CONFIDENTIAL**

**Application for Employment**

|  |  |
| --- | --- |
| **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. As part of Keeping Children Safe in Education, your name will be investigated online as part of the recruitment process.

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 [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)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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: | | |
| National Insurance Number: | | |  | | |
| Contact Numbers: Please tick next to which method of contact you would prefer us to use | | | | | |
| Home: | | |  | | |
| Mobile: | | |  | | |
| Email: | | |  | | |
| Have you lived or worked abroad in the last 10 years? | | | YES / NO | | |
| What is your current notice period? | | |  | | |
| Do you have a current full UK driving licence? YES/NO | | | | | |
|  | |  | |  |  |
| **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) |
|  | |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| University attended |  |  |  |
| Name and location | Dates attended  From (MM/YY) | To (MM/YY) | Qualifications attained (subject, level, grade) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
| **Please list below any courses you have attended which are required for the position or are relevant to it** | | | |
| **Name of course, where completed and qualification attained** | | **Date completed**  **(MM/YY)** | |
|  | |  | |
|  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | | |
| **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)** |  |

|  |
| --- |
| **4. REASONS FOR LEAVING YOUR CURRENT ROLE** |
|  |

|  |  |
| --- | --- |
| **5. LEISURE/NON-WORK ACTIVITIES** | |
| **Outline particular interests you have outside work.** | |
|  | |
|  | |
| **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)** |
|  |  |

|  |
| --- |
| **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.** |

|  |  |
| --- | --- |
| **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’. 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?** |  |

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

|  |
| --- |
| **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: ……………………………………………………………………………………………...**    **PRINTED: ………………………………………………………………………………………………….**  **Date: ……………………………………………………………………………………………………….** |

*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.*

*The Manor is an equal opportunities employer who welcomes applications from all sections of the community.*

*Roles within Education are exempt from the Rehabilitation of Offenders Act1974. For more information visit https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974*

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

**PLEASE KEEP THIS PAGE SEPARATE**

**THIS WILL ONLY BE USED PRIOR TO A SCHEDULED INTERVIEW**

*If you have indicated above not to contact referees prior to interview, please still complete the form so a reference can be requested should an offer be made.*

This form which will be sent along with the Reference Request Form to your referee:

I hereby provide my consent for the referees listed within this Application Form to provide a reference to The Manor Preparatory School.

|  |  |
| --- | --- |
| Name: |  |
| Job Vacancy: |  |
| Date: |  |
| Signature: |  |