



**The Manor**

Preparatory School

## **PRIVATE AND CONFIDENTIAL**

### **Application for Employment**

<b>FULL NAME:</b>	
<b>POST APPLIED FOR:</b>	

Thank you for your interest in The Manor Preparatory School.

We require all sections of this application form to be completed in full. 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. In line with 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>.

Further information regarding The Manor Preparatory School's recruitment and selection process can be found on our website.

Please either complete this form clearly in 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)

The Manor Preparatory School Faringdon Road Abingdon Oxfordshire OX13 6LN

Tel: 01235 858458 • email: [admissions@manorprep.org](mailto:admissions@manorprep.org) • [www.manorprep.org](http://www.manorprep.org)



## Personal Information:

<b>Title:</b>	<b>Forename(s):</b>	<b>Surname:</b>
<b>Previous surname(s) if applicable:</b>		<b>National Insurance Number:</b>
<b>Address:</b>		
<b>Postcode:</b>		
<b>Length of time at this address:</b>		
<i>If it is less than 5 years, please provide all previous addresses for the past 5 years:</i>		
<b>Address:</b>		<b>Address:</b>
<b>Postcode:</b>		<b>Postcode:</b>
<b>Length of time at this address:</b>		<b>Length of time at this address:</b>
<b>Telephone number:</b>		<b>Email address:</b>
<b>What is your current notice period?</b>		<b>Do you hold a current full UK driving licence?</b>

## Education and Qualifications:

### School

Start Date		End Date		Name (location)	Qualifications (subject and grade)
Month	Year	Month	Year		

### College (if applicable)

Start Date		End Date		Name (location)	Qualifications (subject and grade)
Month	Year	Month	Year		

### University (if applicable)

Start Date		End Date		Name (location)	Qualifications (subject and grade)
Month	Year	Month	Year		



**Important Note:**

A full history of education and employment is required. Please ensure all dates are covered. For any timeframe where you were not in education or employment, please use the employment gaps section below.

**Employment History:** Please start with your current or most recent employer.

Start Date		End Date		Job title, employer and location	Reason for leaving
Month	Year	Month	Year		

**Employment Gaps:**

Please provide explanations for any periods not in employment, education or training (eg looking after children, unemployed, travelling).

Start Date		End Date		Reason
Month	Year	Month	Year	

If there is insufficient space, please add more lines or continue on a separate sheet.



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## Membership of professional bodies (if applicable):

Name of professional body	Level	Qualification	Date attained

## Professional Development / Training (if applicable):

Name of course	Provider	Date attained

## Teaching staff only:

Do you hold a teaching qualification?	YES / NO
Please give details	
Have you completed your ECT programme?	YES / NO
Do you have qualified teacher status?	YES / NO
Please supply your DfE reference number	_____/_____

**Teaching staff may be asked to perform the role of a Form Teacher during their time here to support the pastoral needs of the children and 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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***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***

<b>Name and position in the School</b>	
<b>How you know this person?</b>	

## References

Please provide at least two professional referees. One referee should be your current or most recent employer.

<b>Name</b>	
<b>Address</b>	
<b>Occupation</b>	
<b>Email address</b>	
<b>Telephone number</b>	
<b>Agreement to approach referee if shortlisted?</b>	YES / NO

<b>Name</b>	
<b>Address</b>	
<b>Occupation</b>	
<b>Email address</b>	
<b>Telephone number</b>	
<b>Agreement to approach referee if shortlisted?</b>	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.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. We will report the matter to the Police and/or the DBS if:

- We receive an application from a disqualified person;
- We are provided with false information in, or in support of, an applicant's application: or
- We have serious concerns about an applicant's suitability to work with children.

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 Act 1974. 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.