

Priory School

APPLICATION FORM

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|---|---|--|------------------------|--|
| POST TITLE: <i>*(this field must be completed)</i> | * | | | |
| CLOSING DATE: | | | | |
| <i>Please complete this form electronically (not handwritten) and return by EMAIL to joanne.latham-brash@prioryschool.com. N.B. Application forms which are incomplete and / or are not received by the closing date will not be considered. Curriculum Vitae will not be accepted.</i> | | | | |
| Surname | Other Names | | | |
| Previous Surnames | Preferred Title (e.g. Mr, Miss, Mrs, Ms) | | | |
| Home Address | Home Telephone | | | |
| Postcode | Mobile Telephone | | | |
| Email Address** | Work Telephone (if it is convenient for contacting you) | | | |
| ** If you have provided an email address, this will be the method by which you will be contacted. However, if you DO NOT wish to be contacted by email, please tick the box <input type="checkbox"/> | | | | |
| National Insurance Number | | | | |
| Do you hold Qualified Teacher Status? (Teaching posts only) Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| If yes, please give date of award & Teacher Reference number (TRN): <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | | |
| If no, are you registered with National College for Teaching and Leadership as an Instructor? Please provide your TRN in the box above Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| Are you entitled to work in the UK? (You will be asked to provide evidence) Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| Do you need a Certificate of Sponsorship? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| Do you hold a full valid driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| Do you have the daily use of a car? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| Have you previously sought employment with Priory School? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| If YES, please give details <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | | | | |
| PRESENT EMPLOYMENT <i>(If currently unemployed please give details of last employer)</i> | | | | |
| Name, address and telephone number <div style="border: 1px solid black; height: 60px; width: 100%;"></div> | | | | |
| Date of commencement | Job Title | | Date appointment ended | |
| Please give a brief description of your duties <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | | | | |

| Present basic salary | | Notice required | | | |
|--|---------------------------|---|--|-----------------------|-------|
| Full or part time (FTE): | | Reason for leaving: | | | |
| Additional payments or benefits | | | | | |
| <p align="center">EMPLOYMENT HISTORY</p> <p align="center"><i>Please list your work experience since leaving full time education. Start with the most recent employer first. Please use a separate sheet if necessary. All gaps in employment must be accounted for, please see below.*</i></p> | | | | | |
| Dates | | Employer's name & address (Nature of business) | Position, brief description of job and salary | Reason for leaving | |
| From (dd/mm/ yy) | To (dd/mm/ /yy) | | | | |
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| <p>Voluntary/Unpaid Activities</p> | | | | | |
| From | To | Position | Brief details of duties | Name of organisation | |
| | | | | | |
| <p>*Periods when not employed</p> <p><i>All gaps/periods between jobs must be accounted for. Please provide details of and reasons for all periods of unemployment or the details of and reasons for any gap in employment.</i></p> | | | | | |
| Start date (dd/mm/yy) | Finish date (dd/mm/yy) | Reason | | | |
| | | | | | |
| <p align="center">SECONDARY EDUCATION</p> <p align="center"><i>(You will be required to produce evidence to prove you have obtained all qualifications that you rely upon to support your application. We will require sight of all <u>original</u> certificates which will be copied at interview)</i></p> | | | | | |
| Dates | | Name & address of School | Examinations Passed | | |
| From (dd/m m/yy) | To (dd/mm/ yy) | | Awarding body | Qualification | Grade |
| | | | | | |

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FURTHER EDUCATION

(You will be required to produce evidence to prove you have obtained all qualifications that you rely upon to support your application. We will require sight of all original certificates which will be copied at interview)

| Dates | | Name & address of College / University | Examinations Passed | | |
|--|----------------------|---|---------------------|---------------|-------|
| From (dd/m m/yy) | To (dd/m m/yy) | | Awarding Body | Qualification | Grade |
| | | | | | |
| | | | | | |
| Other Qualifications held including vocational qualifications | | | Dates Awarded | | |
| | | | | | |

Are you a member of any professional body/professional association/professional institute?

Yes ☐ No ☐

If yes, please specify:

SUPPLEMENTARY QUESTIONS

* The amendments to the Exceptions Order 1975 (2013) provide that certain **spent** convictions and cautions are protected and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure Barring Service website. Certain offences will always be disclosed on the Disclosure and Barring Service check. If you have any spent convictions you are advised to contact the Disclosure and Barring Service directly.

Do you have any present or pending convictions, cautions, warnings, prosecutions or bind overs?

Yes ☐ No ☐

If yes, you are required to provide details of the offence(s), in a sealed envelope marked confidential, and attach it to this application.

(For Teaching Posts only) Have you **ever** had any sanctions and/or warnings imposed by the National College for Teaching and Leadership or by the GTCE/Teaching Agency the previous regulatory bodies for the teaching profession?

Yes ☐ No ☐

If so, please give details including the date on which any sanction/warning expires.

| | |
|--|--|
| <p>Have you ever had any sanctions and/or warnings imposed by the Department for Education? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please give details including the date on which any sanction/warning expires.</p> | |
| <p>(For Teaching Posts only) Please give details of special areas of teaching interest.</p> | |
| <p>Do you have a personal relationship with any employees of the school or a member of the Governing Body of Priory School Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details</p> | |
| <p>What are your interests?</p> | |
| <p>Website or publication in which advertisement was seen</p> | |
| <p>Do you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please state what type of adjustments to arrangements that would assist you in overcoming any disadvantage your disability might otherwise cause you during the recruitment and selection process (to include the arrangements for interviews) and / or at work.</p> | |
| <p style="text-align: center;">REFERENCES</p> | |
| <p>Please give the names and addresses of two referees, whom we may ask about your suitability for the post. Referees must not be related to you. One of your referees MUST be your present or last employer or Head Teacher/Tutor. If you are a school/college leaver, please give the name and address of the Head Teacher/Tutor from your last school and also the manager of your most recent work experience placement – if applicable. (Internal candidates: Please note your line managers must be one of the referees).</p> <p>If your work does not currently involve working with children however you have worked with children in the past, please provide details of a suitable referee from the organisation where you most recently worked with children. Please note that as part of our commitment to safeguarding the welfare of children and young people we may need to approach your current and any previous employer and it is our policy to obtain all references <u>prior</u> to interview.</p> | |
| Name of referee: (from present or most recent employer) | Name of referee: (preferably from another recent employer) |
| Job Title: | Job Title: |
| Name and address of organisation: | Name and address of organisation: |
| Postcode: | Postcode: |
| Email address | Email address |
| Telephone number | Telephone number |
| Relationship to you: | Relationship to you: |
| Do you give your consent for the School to obtain this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you give your consent for the School to obtain this referee prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> |

I declare that the information set out in this application form is true, accurate and complete. I understand that if my application is incomplete this form may be returned to me for completion before it can be considered, or it could lead to my application being rejected. I also understand that if I have omitted facts that may have a bearing on my application or if there are any anomalies on this form these will be explored by the School. Any false statement will result in rejection as a candidate and/or summary dismissal if appointed, and if appropriate, possible referral to the police.

In accordance with the Data Protection Act I expressly agree that the School may use and process the information on this form as necessary, and for any legitimate purposes of the School.

For the following statements please tick the appropriate box ☒

*I have not been placed on either the Children's List or the Adult's List. I have not been disqualified from working with children, or subject to sanctions imposed by any regulatory body, e.g. the DfE and / or National College for Teaching and Leadership. I have no convictions, cautions, warnings, prosecutions or bindovers, present or pending. ☐

I have attached details of my record referred to above in a sealed envelope marked confidential. These details will not be considered unless you are shortlisted for the role. They will only be taken into account if we consider they are relevant to the role you have applied for, in which case we will ask you relevant questions at interview. ☐

I understand that if I am successful, my employment will be subject to Enhanced Disclosure Barring Service clearance that is deemed to be satisfactory to the School. I agree to Priory School carrying out pre-employment screening relevant to my application. I accept that if my application contains my electronic signature, I have therefore signed the declaration as detailed above and the School will consider my application form to have been signed by me as though I had provided my handwritten signature.

Signed

Date

PERSONAL STATEMENT*

*(*Please see Candidates guidance notes enclosed)*

Please give your reasons for applying for this position. Outline the knowledge, skills, experience and personal qualities that are relevant to your suitability for the advertised post. You may draw on experiences you have gained outside of employment. **In particular please explain, providing clear examples of how you meet the person specification, as you will be shortlisted against these criteria. Please ensure your Personal Statement does not exceed 2 pages of A4 and must be typed in font size 11 only.** (*See the Candidates Guidance Notes).