

1. **An All-through Co-operative School**

PRESTON MANOR SCHOOL

APPLICATION FORM

Name of applicant: ……………………………………………………………

Role applying for: …………………………………………………………….

Date of when you are available to start in a new post? ……………………………….

Please state the publication in which you saw this post advertised ………………………………….

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# Instructions

* Please complete all sections of this form using black ink or type.
* The sections of this application form that includes equal opportunities information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.
* Applications will only be accepted if they are completed in full: You may include your curriculum vitae for additional information, but not as a substitute for completing all sections of this form.
* **Please return your completed application to: Beth Kobel, Head, Preston Manor School, email hradmin@preston-manor.com**

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| Data protection |
| Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:   * You consent to your data being processed * Processing is necessary to evaluate your application for the position for which you have applied * Processing is necessary for complying with legal obligations * Processing is necessary for our legitimate interests   For further information, please see our privacy notice for job applicants.  *Further information can be found at* [*www.preston-manor.com*](http://www.preston-manor.com) *under whole School Information Data Protection* |

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| Right to work in the UK |
| The School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. |

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| Overseas Check |
| If you have lived or worked outside of the UK in the last 5 years, for a period of 3 months or more the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?** ☐Yes ☐No |

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# Personal details

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| --- | --- |
| Personal details | |
| Title | |
| First name | |
| Surname | |
| Previous surnames | |
| If you prefer to be called by a name other than the one listed above, please specify | |
| Address | |
| Post code | |
| Home telephone | Mobile telephone |
| Mobile telephone | |
| Email address | |
| National Insurance number | |
| Are you currently eligible for employment in the UK? Yes No | |
| DfE/Teacher number Date of qualification | |

Preston Manor School is committed to provide equal opportunity for the advancement of employees including promotion and training and practice not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. The School is also committed to the Safeguarding, Health and Safety and Welfare of its pupils and all applicants shortlisted for interview are required to undergo checks upon their suitability, including enhanced Disclosure and Barring Services (DBS) clearance, Prohibitions checks, issued by the Secretary of State, satisfactory references and checks upon identity, medical fitness and qualifications. DBS checks will comply with the DBS Code of Practice. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy statement.

Are you related to or do you maintain a close relationship with an existing employee of Preston Manor School If so, please provide details:

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# Employment history

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| --- | --- | --- |
| Name and address of previous (starting with most recent employer). If you work in a school/college please state name/address |  | |
| Current/ most recent job title |  | |
| Date started |  | Date ended |
| Brief description of duties/responsibilities |  | |
| Current salary including allowances | £ | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of previous (starting with most recent employer). If you work in a school/college please state name/address | Dates (month and year) | Position held and/ or duties | Reason for leaving |
|  |  |  |  |
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# Education and training

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| --- | --- | --- |
| Education and qualifications | | |
| Please provide details of your education from secondary school onwards.  You will be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and address of school/college/university** | **Qualifications gained (including grades)** |
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| Training and professional development | | | | |
| Please give details of training or professional development courses undertaken in the last 3 yearsthat are relevant to your application. | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| Additional 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 an aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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# References

Please supply the names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you have not previously been employed, please provide details of another suitable referee. Neither referee should be a relative or someone known to you solely as a friend.

The school reserves the right to seek any additional references it deems appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

References for all teaching posts will be sought for shortlisted candidates.

Non-Teaching Posts - If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐

Referee 1

|  |  |
| --- | --- |
| Name | |
| Job Title/Occupation | |
| Organisation | |
| Address | |
| Postcode | Telephone |
| Email address | |

Referee 2

|  |  |
| --- | --- |
| Name | |
| Job Title/Occupation | |
| Organisation | |
| Address | |
| Postcode | Telephone |
| Email address | |

# Declaration

* I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal, that I may be referred to the Police and/or the Disclosure and Barring Services and this may amount to a criminal offence.
* I consent to Preston Manor School processing the information given on the form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process.
* I consent to Preston Manor School making direct contact with all previous employers where I have worked with children or venerable adults to verify my reason for leaving that position.
* I consent to Preston Manor School making direct contact with the people specified as my referees to verify the reference.

Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details below

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| Signature |

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| Print Name |

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| Date |

# Equalities monitoring

We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

This information will **not** be used during the selection process. It will be used for monitoring purposes only.

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| Equalities monitoring information | | | | | | | | | | |
| What is your date of birth? | | D | D | M | | M | Y | Y | Y | Y |
|  |  |  | |  |  |  |  |  |
| What is your sex? | | ☐Male  ☐Female | | | | | | | | |
| What gender are you? | | ☐Male  ☐Female  ☐Other  ☐Prefer not to say | | | | | | | | |
| How would you describe your ethnic origin? | | | | | | | | | | |
| White  ☐British  ☐Irish  ☐Gypsy or Irish Traveller  ☐Any other White background  Asian or British Asian  ☐Bangladeshi  ☐Indian  ☐Pakistani  ☐Chinese | Black or Black British  ☐African  ☐Caribbean  ☐Any other Black background  Mixed  ☐White and Asian  ☐White and Black African  ☐White and Black Caribbean  ☐Any other mixed background | | | | Other Ethnic groups  ☐Arab  ☐Any other ethnic group  ☐Prefer not to say | | | | | |