

**PRESTON MANOR SCHOOL**

Upper School site: Carlton Avenue East, Wembley, HA9 8NA  
Head of Upper School: Mr. Tom Phillips   
Email: [info@preston-manor.com](mailto:info@preston-manor.com) | Tel: 020 8385 4040  
  
Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ  
Head of Lower School: Mr. Kevin Atkinson  
Email: [lowerschooladmin@preston-manor.com](mailto:lowerschooladmin@preston-manor.com) | Tel: 020 8385 4089  
 **Executive Headteacher:** Mr. Russell Denial | Website:www.preston-manor.com

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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Preston Manor School is legally required to carry out a number of pre-employment checks which are detailed in the School’s Safer Recruitment and Employment including DBS Policy and Procedures. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.

**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.
* The School’s Application Form will only be accepted from candidates who have completed this form in full. CV’s will not be accepted as a substitute. Please read the guidance notes before completing this application.
* **Please return your completed application to: Russell Denial, Executive Headteacher, Preston Manor School, email** [**hradmin@preston-manor.com**](mailto:hradmin@preston-manor.com)

Please note: It is an offence to apply for this role if you are barred from engaging in regulated activity relevant with children.

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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  If you have answered yes to the above question you will be required to provide the contact details of an overseas referee. Please provide this information in the references section. |

# Personal details

|  |  |
| --- | --- |
| Personal details | |
| Title | |
| Forenames | |
| Surname | |
| Former name(s) | |
| 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  Induction completed ☐Yes ☐No Date | |

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 | £ | |
| Reason for leaving |  | |

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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 | Dates (include month and year – both start and end date) | | 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 – Start date – End date (include month & year)** | | **Name and address of school/college/university** | | | **Qualifications gained (including grades)** | | **Awarding Body** | | **Date of Award** | |
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| Training and professional development | | | | | | | | | |
| Please provide 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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| Gaps in employment or education history |
| If there are any gaps in your employment or education history, e.g. looking after children, sabbatical year etc., please provide details and dates below. |
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| Additional information |
| Please provide 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 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 posts will be sought for shortlisted candidates.

Referee 1

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

Referee 2

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

Overseas referee (if applicable)

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

# Criminal Records

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| Criminal Records | |
| The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children’s Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the school. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent”) in order to assess their suitability to work with children. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (please visit the GOV.UK website** [**https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution**](https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution) **for further information).** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly as set out in the School’s Safer Recruitment and Employment including DBS Policy and Procedures.  It is a condition of your application that you answer the questions below. Before doing so please refer to the GOV.UK website [**https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution**](https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution)**.** | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules** | ☐Yes ☐No |
| Is there any relevant court action pending against you? | ☐Yes ☐No |
| If answering “YES” to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “**confidential, HR Manager**” with your application form. | |

# Declaration

* I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
* I confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children.
* I confirm that to the best of my knowledge, I am not disqualified from working in the Early Years provision or later years with children under the age of eight.
* 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) may result in summary dismissal and 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 vulnerable 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.
* I confirm that I have read the ‘Child Protection and Safeguarding Policy’.
* I confirm that I have read the ‘Safer Recruitment and Employment including DBS Policy and Procedures’ document.
* As part of the shortlisting process, the school may carry out an online search as part of due diligence on shortlisted candidates.

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 | | | | | |