

Application Form

Name: ……………………………………………………...

Position applied for: ………………………………………..

Date: ……….………………………………………………

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| It would be useful to know how you became aware of the position advertised.  Please could you tick one of the following: | TES |  |
| IAPS Website |  |
| Moulsford Website |  |
| Other (Please specify) |  |

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| Before completing this form, please ensure that you have read our Recruitment, Selection and Disclosures Policy and Procedure, our Child Safeguarding and our Privacy Notice, all of which can be accessed via the School’s website. | | | | | | | | | |
| **Your Details** | | | | | | | | | |
| Surname |  | | | | Title | |  | | |
| Forename |  | | | | (Maiden name) | |  | | |
| Date of Birth |  | | | | NI number | |  | | |
| Nationality |  | | | | Passport Number:  Issue date and validity: | | | | |
| Full Address  Including  Postal Code |  | | | | | | | | |
| Telephone | Home | | | | Mobile | | | | Work |
|  | | | |  | | | |  |
| E-mail |  | | | | | | | | |
| Teachers  reference no. |  | | | Current salary and benefits: | | | |  | |
| **Formal Education and Qualifications** | | | | | | | | | |
| Name and location of School/College/University  (please list most recent first) | | Dates of attendance | | | | Study/Qualification(s) gained e.g. Degree, NVQ,  A Levels, GCSE.  (please list the grades next to each qualification) | | | |
| From | To | | |
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| **Employment History (Attach extra sheets if necessary)** | | | | |
| Name of Employer and location  (please list most recent first) | Dates of Employment | | Position held and brief summary of duties | Reason for leaving |
| From | To |
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| **Driver’s Licence** | |
| Do you hold a valid and current British Driver’s Licence?  Licence Number  Yes No Please √ as appropriate  If Yes, what type? (e.g. Provisional, Full, LGV, PCV) (Manual + Automatic / Automatic only)  Do you have any endorsments?  Yes No Please √ as appropriate  If Yes, please give details | |
| **Referees**  (Please give the names, addresses, email and telephone numbers of two work-related referees) | |
| Name, Address and Postal Code | Name, Address and Postal Code |
| **A**  Email :  Telephone: | **B**  Email:  Telephone: |
| Relationship to you | Relationship to you |
| May we contact the above person now?  Yes No Please √ as appropriate | May we contact the above person now?  Yes No Please √ as appropriate |

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| **Criminal Records** |
| It is important that you provide us with legally accurate answers on this form. *Upfront disclsoure of a crimininal record may not debar you from appointment as all employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment will be rejected*. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager, the Head or the Bursar.  Please disclose any unspent convictions, cautions, reprimands or warnings. 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 on the Disclosure and Barring Service website. All other spent convictions and cautions must be disclosed.  Records will be checked via the Disclosure and Barring Service (DBS) procedures.  I have no convictions I have convictions Please √ as appropriate  Are you currently, or have you ever been the subject of an investigation or enquiry by the police, or a statutory agency or any other body, into abuse or neglect of a child or vulnerable adult or other inappropriate behaviour?  Yes No Please √ as appropriate  **I declare that to the best of my knowledge that all information provided on this application form, and that submitted in any accomanying documents, is correct, and**   * I give permission for any enquiries that need to be made to confirm such matters as qualifications, experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose. * I give permission for the processing of the personal data contained in this form for employment purposes. * I understand that any false or misleading information could result in my dismissal. * I have/have not completed this form myself (please provide details if you have been unable to complete this form yourself)   **Signed Date** |

Moulsford Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment will be subject to relevant checks, including an Enhanced DBS check and satisfactory references.