

Application Form

Position applied for:

Section 1: Personal Details

Title: Dr/Mr/Mrs/Miss/Ms/Other

Last name:

Forename:

Preferred fore name:

Former name(s) including last names:

Please write your name phonetically below:

Teachers registration no, (if applicable):

□□/□□□□□□□□

Do you have qualified teacher status (QTS)? Yes

No

Address:

Home number:

Mobile Number:

E-Mail address:

Date of birth:
 (for Safer Recruitment purposes only)

Postcode:

Are you eligible for employment in the UK?

Yes

No

National Insurance Number:

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Please specify any social media handles used.

Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

Section 2: Safeguarding and Child Protection

Have you read the School's Child Protection Policy? Yes No

References:

Please supply the names and contact details of two people who we may contact for references. These should be persons of appropriate standing with direct knowledge of your professional work and should include your present or most recent employer. If your current or most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

Referee 1

Referee 2

Name:

Name:

Job Title:

Job Title:

Organisation:

Organisation:

E-Mail address:

E-Mail address:

Tel. No:

Tel. No:

Address:

Address:

May we contact prior to interview?

Yes No

May we contact prior to interview?

Yes No

Please state when you would be available to take up employment if offered:

Section 3: Employment

Current/Most recent employer:

Current/Most recent employer's address

Current/most recent job title:

Date started: (dd/mm/yy)

Date and reason employment ended:

Current salary/Salary on leaving:

Do you/did you receive any employee benefits? Yes

Yes

No

Please provide details of benefits:

Salary: £

Full time/Part time (circle as appropriate)

Hours worked per week:

Reason for seeking other employment:

Brief description of duties:

Previous employment and/or activities since leaving secondary education.

Please continue on a separate sheet if necessary.

Dates	Name and address of employer	Position held and/or duties	Reason for leaving
From: (dd/mm/yy) To: (dd/mm/yy)			
From: (dd/mm/yy) To: (dd/mm/yy)			
From: (dd/mm/yy) To: (dd/mm/yy)			
From: (dd/mm/yy) To: (dd/mm/yy)			

Section 4: Gaps in your employment/work history

As you are applying to work in a school you must provide full details your employment and education history. If there are any gaps, e.g. looking after children, sabbatical year, please give details and dates below, and continue on a separate sheet if necessary.

Dates:	Reason for gap(s):

Section 5: Education

Please provide details of your education at secondary level and above starting with the most recent.

Name of school/college/university	Date of attendance	Examinations			
		Subject/Award/Qualification/Grade	Result	Date	Awarding Body
	From: <i>dd/mm/yy</i> To: <i>dd/mm/yy</i>				
	From: <i>dd/mm/yy</i> To: <i>dd/mm/yy</i>				
	From: <i>dd/mm/yy</i> To: <i>dd/mm/yy</i>				
	From: <i>dd/mm/yy</i> To: <i>dd/mm/yy</i>				

Section 6: Professional or vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 7: Supporting statement & interests

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 and aptitude to undertake the duties of the post. Please also give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. Continue on a separate sheet if necessary.

Section 8: Prohibition from teaching, prohibition from management and disqualification from providing childcare

The school is not permitted to employ anyone to carry out ‘teaching work’ if they are prohibited to do so. ‘Teaching work’ includes the following:

Planning and preparing lessons and courses for pupils, delivering lessons to pupils, assessing the development, progress and attainment of pupils and reporting on the development, progress and attainment of pupils.

The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Head.

The school is not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions:

Headteacher, all members of the senior leadership team, department head and governors.

The school is also not permitted to employ anyone to work in a position which involves the provision of ‘childcare’ if they are disqualified from providing ‘childcare’.

All supervised activities, before, during and after the school day in our early years provision (for a child up to the 1st of September following their 5th birthday and children under the age of 8 which takes place on the school premises before or after the school day.

Work as a cleaner, driver, maintenance, member of the catering or office team is not considered ‘childcare’ for these purposes. Successful applicants for roles involving ‘childcare’ will be asked to complete a childcare disqualification self-declaration form.

Shortlisted applicants will be asked to complete a self disclosure form and further checks carried out on appointment.

Section 9: Overseas Police Checks

If you are offered a position at the school, we will assess whether it will be necessary for you to obtain an overseas criminal record check if you were born, have lived or are living overseas. In order for us to assess this, please detail below the country in which you were born, and countries in which you have lived. If you have never lived or worked outside the UK, please fill in the ‘Country of birth and leave the rest blank.

Country of birth:

Country:	Date from:	Date to:	Referee info for country:
1.			
2.			
3.			

Section 10: Disclosing and Barring Service checks, criminal record and Children's Barred List

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. 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 criminal records information that is disclosed to the School will be handled in accordance with any guidance and/or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have 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**

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's Safer Recruitment policy.

Section 11: Reasonable adjustments

If you require any reasonable adjustments to assist you in your application or during our recruitment process, please contact HR using the details at the bottom of the application.

Section 12: UK work entitlement

As part of the recruitment process you will be asked to show original copies of documents that show your entitlement to work in the UK. Failure to do so will invalidate your application or any subsequent offer of employment.

Section 13: 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. We may check the information provided by you on this form with third parties. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 12: Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

Section 13: 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

I declare that the information I have given in this 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.

Signed:	
Date:	

Electronic receipt of this form by the school will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at section 13.

Please return along with the separate equal opportunities form to hr@copthorneprep.co.uk or by post to: HR Manager, Copthorne Prep School, Effingham Lane, Copthorne, West Sussex, RH10 3HR.