

St Christopher's Prep

A Brighton College School

APPLICATION FOR EMPLOYMENT

Position Applied for:	
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<u>Personal Details</u>	
Title	Mr/Mrs/Miss/Ms/other*:
Surname	
Forenames	
Former Surname(s)	
Current Address	
Previous Address (if resident at current address for less than five years, please provide any previous addresses during this period)	
Telephone Numbers	Home
	Mobile
	Work (only used with discretion)
Email Address	
Date of Birth	
National Insurance Number	
Teacher's Reference Number	

*please delete as applicable

Academic/Vocational Qualifications

Name of School/College/ University/Awarding Body	Date obtained	Qualification Gained & Grade (if applicable)

Further Education & Career History

Please supply a full history in chronological order (with start and end dates) of all training/further education, employment, self-employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.

Job Title, Main Duties and Responsibilities	Name & Address of Employer	Date From	Date To	Salary	Reason for Leaving

*please delete as applicable

Skills and Interests

Please outline any particular knowledge, skills and relevant experience gained in previous positions or in activities outside of work which may support your application. What are your interests?

Additional Information

Please give any further information which you think may assist the school in considering your application

<u>General Details</u>	
Do you have the right to work in the UK?	YES/NO*
Do you have a relevant current driving licence?	YES/NO*
If you are successful in this application, how much notice are you required to give your present employer?	
How did you find out about this vacancy?	
Do you know anyone who is an existing employee or governor of the school? If YES , please give details.	YES/NO*
Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice (https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)	YES/NO* If you have answered YES, please provide details in a sealed envelope

<u>Health & Medical</u>	
Please indicate any special facilities or equipment which would enable you to:	
1. Attend an interview	
2. Enable you to perform the position for which you are applying	

<u>Referees</u>	
Please give the names, addresses and telephone numbers of at least two referees. One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed to work with children. Please note, references will not be accepted from referees writing solely in the capacity of friends.	
Name:	Address:
Tel. No:	Email:
Name:	Address:
Tel. No:	Email:
Name:	Address:
Tel. No:	Email:
<i>I confirm that references may be obtained prior to interview</i>	
<i>Please do not contact my current employer yet</i>	

*please delete as applicable

Declarations

I confirm that the information I have given in this application for employment is correct to the best of my knowledge and that I have not omitted any relevant details. I understand that any false or misleading information would give cause for dismissal should I be employed. I understand that the information given about me may be held manually and electronically and under the terms of the Data Protection Act will be treated in a secure and confidential manner.

I am aware that the School is committed to safeguarding and promoting the welfare of children and young people and the appointment will be subject to satisfactory completion of child protection screening, including checks with past employers and the Disclosure and Barring Service.

I am aware that the post I am applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DCSF List 99 or the Protection of Children Act list, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and **either** *:

I have no convictions, cautions or bind-overs

or

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

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 and Barring Service website.'

The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

Signature

Date

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Registered Office: Companies House, Cardiff Registered Company No. 4501448 England & Wales

Registered Charity No. 307061