

**REPTON PREPARATORY SCHOOL**

**EMPLOYMENT APPLICATION FORM**

***ALL SECTIONS MUST BE COMPLETED, EVEN IF A CV IS ATTACHED***

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| Post applied for:  |
| Start Date:  |
| First Names: | Mr, Mrs, Miss, Ms: |  |
| Surname: | Previous Surname(s): |
| Address:Postcode:  | Telephone numbers:Daytime:Evening:  |
| Email: |
| Date of Birth[[1]](#footnote-1): | National Insurance no.: |
| Interviews are expected to be held in the week of: Please indicate any dates you are not available: |  |
| How soon can you start work? |  |
| For applications for teachers’ posts only: |  |
| Teacher Reference Number (TRN)[[2]](#footnote-2): |  |
| Do you have Qualified Teacher Status? |  |

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| --- | --- | --- |
| **Qualifications:** Course/qualification/grade  | Date | School/Education establishment |
| From | To |
|  |  |  |  |
| **Employment history** (in reverse chronological order)**:** |
| Employer including address/telephone number | Date | Job title/salary/your reason for leaving |
| From | To |
| (Please explain any gaps in employment/education history) |  |  |  |
| **Details of any family or close relationship with existing employees or Governors of the School:** |
| **Hobbies/Interests:** |
| **Please give any other information to support your application:**  |
| **References:** Please give name, address and phone numbers of TWO referees, (please ensure they are not from the same Organisation), one of which should be your current or most recent employer. References will not be accepted from relatives or friends. If you have previously worked with children but are not doing so currently we will need to obtain a reference from the employer where you most recently worked with children. We may contact any referee or previous employer without further reference to you, unless you request otherwise. Your referees and previous employers where you were working with children (even as a volunteer) will be asked about disciplinary offences relating to children, including any for which the penalty is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. |
| **Referee No 1:**Name:Address:Telephone No:Capacity in which known:  | **Referee No 2:**Name:Address:Telephone No:Capacity in which known:  |
| **Have you ever been cautioned regarding, or convicted of, a criminal offence?** Yes / No*A criminal record will not necessarily be a bar to employment but the post is exempt from the Rehabilitation of Offenders Act 1974 so all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared*(If YES, provide details in a separate sealed envelope marked ‘Confidential’) |
| **I am not disqualified from work with children, subject to sanctions imposed by a regulatory body or listed as barred from working with children with the DBS or the Department for Education** |  |
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| **I am not subject to Prohibition Order issued by the Secretary of State for Education** |  |
| **I am not subject to a direction made by the Secretary of State barring me from taking part in the management of an independent school;****In accordance with child protection guidelines I agree that the School may approach any previous employer for a reference** |  |
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| **I know of no reason why, on grounds of mental or physical health, why I should not be able to discharge the responsibilities of the post for which I am applying[[3]](#footnote-3)** |  |
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| **I am able to provide evidence that I am eligible to work in the UK, either because I am a UK or EU passport holder, or have a UK birth certificate** |  |
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| **I acknowledge that any offer of employment will be provisional pending pre-employment checks, including an Enhanced Disclosure from the Disclosure and Barring Service (DBS)[[4]](#footnote-4)**  |  |
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| **To the best of my knowledge the information given on this form is true and complete. I acknowledge that any false statement may be sufficient cause for the rejection of my application or, if employed, for dismissal, and may be referred to the police** |  |
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**Signature....................................................... Date......................................**

1. The date of birth is required for identification purposes and to ensure that there are no gaps in education/employment history in accordance with *Keeping Children Safe In Education* DfE April 2014 [↑](#footnote-ref-1)
2. Formerly known as DfE Number or DCFS Number [↑](#footnote-ref-2)
3. This statement is needed to satisfy the requirements of the *Independent School Standard (England) Regulations* [↑](#footnote-ref-3)
4. Copies of the Home Office Code of Conduct for the recipients of Disclosure information are available on request [↑](#footnote-ref-4)