



Information for Applicants:

The Application Form must be completed for all posts at the School. **We do not accept CVs.** Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper.

The School's Recruitment, Selection and Disclosures Policy is enclosed for your reference and information.

Please return your completed form to:	Belmont Preparatory School Feldemore, Holmbury St Mary Dorking, Surrey, RH5 6LQ	Ref. No. <i>(Office Use)</i>

Details of Post Applied For:

Job Title	
Job Reference Number (if any)	
Please confirm the date you would be able to start work, if successful	

Personal Details:

Title		First Name(s)	
Surname		Date of Birth ¹	

If you have previously been known by another name, please specify:

Address and length of time at address

If less than 5 years at your current address, please provide further details

Contact Details	Please only include contact numbers and email address that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile Number:		
	Email Address:		

National Insurance Number

DfE teacher number (if applicable)

Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:
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¹ The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance "Safeguarding Children and Safer Recruitment in Education" (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided.

Education and Qualifications:

Please also include any relevant professional qualifications.

Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (Month/Year)	To (Month/Year)	

Professional Development:

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Employment History:

Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Referees:

References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**

- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1				Referee 2			
Title		First Name		Title		First Name	
Surname				Surname			
Occupation				Occupation			
Address				Address			
Tel. Number				Tel. Number			
Fax Number				Fax Number			
Email Address				Email Address			
In what capacity do you know the referee?				In what capacity do you know the referee?			

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 School's Privacy Notice for Staff and a copy is enclosed for your information.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

Declarations:

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment, as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence, enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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. www.gov.uk/dbs. All other spent convictions and cautions must be disclosed.

You should be aware that the School will institute its own checks on successful applicants selected for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

<input type="checkbox"/> I have nothing to declare	<input type="checkbox"/> I enclose a confidential statement
(please delete the above, as appropriate)	

Relationships:

Are you related to, or do you have a close personal relationship with any member of staff or governor of the School?	YES / NO
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If YES, please provide below his/her name and role, and state your relationship:

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Applicant Declaration:

I declare that the information I have given in this Application Form is correct and true. I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal.

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of economy, only shortlisted applicants will receive further notification.
Retention of Application Forms: It is the School's policy to retain all application forms of unsuccessful applicants for a period of six months, after which time they are securely destroyed.