



This form can be completed manually or electronically. If you require more space to complete any section, please continue on a separate sheet and attach to this form.

PERSONAL INFORMATION	
Title	
First Name	
Middle name(s)	
Surname	
Former Surname (if applicable)	
Known name	
Mobile phone	
Home phone	
Email address	
Postal address	
Postcode	
Date of birth	
How did you hear about this vacancy?	
Nationality	
	I have permission to work in the UK
	I require a Work Permit
	(Non-EU applicants please delete as applicable)



PRINCE'S MEAD

National Insurance Number	
Current driving licence	
Vehicle classification	
DfES number	
(or overseas equivalent with name and address of regulatory body)	
Do you have Qualified Teacher Status?	
Are you registered with the GTC?	

EDUCATION	
HIGHER EDUCATION	
University / College	
Subject	
Qualification	
Result (e.g. 2:1)	
Year from	Year to

PROFESSIONAL QUALIFICATIONS	
Name of qualification or training	
Date completed	
Qualification	
Awarding/organising body	



PRINCE'S MEAD

SECONDARY/ FURTHER EDUCATION			
School/ College			
Year from		Year to	
A-levels or equivalent			
Provide details of subjects and grade achieved			
GCSEs or equivalent			
Please provide details of subjects and grade achieved			

ADDITIONAL SKILLS
What additional skills, hobbies or abilities do you have that you think would be useful in this role to contribute to the extra-curricular activities at Prince's Mead?



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, that are not detailed in Section 3. Details of holiday jobs etc. whilst in full time higher education are not required. Please provide, where appropriate, explanations for any period not in employment, self-employment or further education/training and in each case any reason for leaving employment. Continue overleaf if necessary.

Current Job Title			
Current Employer			
Location			
I currently work here			
Salary		Notice Period	
Date to		Date from	
Summary of main duties and responsibilities			



PRINCE'S MEAD

CAREER HISTORY

Job Title		Dates from		Dates to	
Employer			Location		
Summary of main duties and responsibilities:					

Job Title		Dates from		Dates to	
Employer			Location		
Summary of main duties and responsibilities:					

Job Title		Dates from		Dates to	
Employer			Location		
Summary of main duties and responsibilities:					

Job Title		Dates from		Dates to	
Employer			Location		
Summary of main duties and responsibilities:					



PRINCE'S MEAD

Please provide details of any further employment history on the continuation sheet at the end of this form.	
Do you have any gaps in your employment/ education?	Yes No
If YES, please provide dates and explain reason for any gaps.	

HEALTH	
Please give details of any serious illness, accident, chronic condition, allergy or operation (other than childhood ailments). If none, please write 'NONE'	
How many days off work/study due to sickness have you had in the last two years?	

CRIMINAL OFFENCES	
Have you ever been convicted of a criminal offence?	
If yes, please give details. Please note that if you are successful in your application, an offer of employment will be conditional upon an enhanced criminal records check being obtained. Please see the statement on criminal records checks (DBS) detailed below:	



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REFERENCES

Please give details of at least two referees.

One referee should be your current or most recent employer.

Where 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 in work with children.

Please note references will not be accepted from relatives or referees writing solely in the capacity of friends.

Any offer of employment cannot be given until references have been received.

Name and Position	Address, Telephone Number and Email	Dates known
1.		
2.		
3.		

Please tick to allow permission for us to request your references prior to your interview



PRINCE'S MEAD

DECLARATION

I am aware that the post for which I am applying 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 DfES 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 (please delete as appropriate) 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.

I declare that the information given herein is to the best of my knowledge correct. I understand that any deliberate mis-statement or concealment may disqualify me from being considered for this job, or lead to my dismissal if discovered after my engagement.

Please tick as appropriate:	<input type="checkbox"/> I have nothing to declare <input type="checkbox"/> I enclose a confidential statement
Signature of applicant:	
Date:	

ADDITIONAL DECLARATION

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 Bursar. If you would like to discuss this beforehand, please telephone in confidence to 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

You should be aware that the School will institute its own checks on successful applicants 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.