


STRICTLY CONFIDENTIAL

 <p>Lanesborough Preparatory School</p>	<p>Lanesborough Preparatory School Maori Road, Guildford GU1 2EL Telephone: School Office: (01483) 880650 Head's PA (01483) 880652 Fax: (01483) 880651 e-mail: secretary@lanesborough.surrey.sch.uk</p> <p>APPLICATION FORM Please complete this form in black ink</p>
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It is recommended you download this PDF and work on it offline. Use the latest version of Adobe Acrobat Reader to complete the form. Acrobat Reader is a free application for computers, tablets and smartphones and can be downloaded from www.adobe.com/reader. Please do not enter text, or write outside the boxes. If necessary, please use a separate sheet. In compliance with the guidelines on "Keeping Children Safe in Education" all applicants for a post of any kind at this School are required to complete this standard application form. CVs may be included in addition to but not instead of a completed form.

Applications, which should be accompanied by a covering letter, should be sent to Mr T Freeman-Day, The Head, Lanesborough Preparatory School, Maori Road, Guildford, GU1 2EL: headspa@lanesborough.surrey.sch.uk

APPLICATION FORM COVER SHEET

This coversheet will be detached from your application form and will not be seen by the panel selecting candidates for interview.

POST APPLIED FOR:

Personal details

Surname: Title:

All forenames: Date of Birth:

All previous surname(s):

Address:

If you have been at this address for less than 5 years please provide details of previous addresses with dates, covering this period on the continuation sheet to be found at the end of this form.

Daytime Tel No: Evening Tel No:

Mobile Tel No: Email:

Do you have a legal right to work in the UK?

National Insurance Number:

Please indicate any current or previous connection to the Lanesborough Preparatory School:

What is your Teacher Reference Number? (If applicable)

Are you registered with the Teaching Agency?

Do you have qualified teacher status (QTS)?

Current Salary:

Where did you see this vacancy advertised?

DECLARATION

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore most convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I confirm that I have not been disqualified from working with children; I am not named on DfE List 99 or the Protection of Children Act List and I am not subject to any sanctions imposed by a regulatory body (eg the Teaching Agency).

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If the answer to any of the above is 'Yes', please supply details, on the 'Voluntary Disclosure' form to be found at the School website.

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 website.

Signed:

Date:

If submitting an application form by email please note that in the absence of a signature, the emailing of the application constitutes your certification that the details are correct.



APPLICATION FORM

POST APPLIED FOR:

Surname: Initials:

EDUCATION			
Higher Education (including professional qualifications)			
Date from (Month/Year)	Date to (Month/Year)	Name & Addresses of University, Institute etc.	Details of Qualifications with grades
Post 16 Education			
Date from (Month/Year)	Date to (Month/Year)	Name & Addresses of School or College etc.	Details of Qualifications with grades

TRAINING

Have you attended any training courses / INSET courses which are relevant to the post for which you are applying? If so, please list chronologically, including the date, title of the course and any award or qualification gained.

PRESENT EMPLOYMENT

Date of appointment to present post:

Period of notice required:

Why are you considering leaving this post?:

Position / Job Title:

Name & address of employer:

Main duties:

PREVIOUS EMPLOYMENT

A full history must be provided, starting with the most recent and including any part-time or voluntary employment. A continuation sheet will be found at the end of this form if required.

From:

To:

Reason for leaving:

Position / Job Title:

Name & address of employer:

Main duties:

From:		To:
Reason for leaving:		Position / Job Title:
Name & address of employer:	Main duties:	

From:		To:
Reason for leaving:		Position / Job Title:
Name & address of employer:	Main duties:	

If there are any gaps in your employment or education history please give additional details with dates.

OTHER INTERESTS
Please give details of interests, hobbies or skills that you could bring to the School for the purposes of extra-curricular activities.

REFEREES

Please provide details of two individuals who can be contacted, prior to interview, to obtain a reference. One 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 that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Referee 1 (Current or most recent employer)

Title:		Initials:		Surname:	
Job Title:					
Address:					
Post Code:					
Telephone No:		Email address:			

Referee 2

Title:		Initials:		Surname:	
Job Title:					
Address:					
Post Code					
Telephone No:		Email address			

In accordance with safer recruitment guidelines the Lanesborough Preparatory School will seek references prior to interview. If you do not agree to this please give details:

DECLARATION

I understand that the successful applicant will be required to apply for an Enhanced Disclosure from the DBS.

I understand that the successful applicant will be required to complete a health questionnaire to enable medical fitness to be verified.

To meet our obligations under Data Protection legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by the Royal Grammar School for recruitment and personnel administration. Such use will be subject to the provisions of the Data Protection Act 1998.

I confirm the information given in this form is correct and understand that it will be used in the selection process. I also understand that misleading statements may be sufficient grounds for cancelling any agreements made.

Signature:

Date:

Name (please print):

If submitting an application form by email please note that in the absence of a signature, the emailing of the application constitutes your certification that the details are correct.

Previous employment – continuation sheet – if required

From:		To:
Reason for leaving:		Position / Job Title:
Name & address of employer:	Main duties:	

From:		To:
Reason for leaving:		Position / Job Title:
Name & address of employer:	Main duties:	

From:		To:
Reason for leaving:		Position / Job Title:
Name & address of employer:	Main duties:	

Previous address – continuation sheet – if required

Previous address but one:

Date from:

Date to:

Previous address but two:

Date from:

Date to:

Previous address but three:

Date from:

Date to:

DATA PROTECTION POLICY – RECRUITMENT

The recruitment process of Lanesborough Preparatory School relies on the receipt of your application form, curriculum vitae, references and normally attendance at interview(s).

Any information you provide will be retained in paper form and may be stored and processed electronically for monitoring of the recruitment process and in case we have future vacancies that may be of interest to you. Information will not be disclosed to third parties with the exception of your referees from whom we may ask an opinion on any matter we consider relevant to your application.

If you are appointed, any information you have provided in writing, notes of interviews held and copies of any references, testimonials, certificates or other similar documents may be held on your employee file and will form part of the contract between yourself and the school. Such information may be stored and processed in electronic form. Information will not be disclosed to third parties except

- To your referees from whom we may ask an opinion on any matter we consider relevant to your application.
- The disclosure of information as a referee if you authorise us to provide a reference.
- Provision of information as required by the DfE, pensions agency, tax and social services offices.
- Provision of information to comply with any other legal requirement or on order from a Court.
- To the school's professional advisors, in confidence, in their capacity as agents for the school.
- To any service agency (such as payroll processing organisations) providing services on behalf of the school and with which there is a client confidentiality agreement protecting your information.

I apply for employment by Lanesborough Preparatory School and I acknowledge and accept the Data Protection Policy associated with the recruitment process of Lanesborough School.

Signed: _____

Name: _____

Date: _____

If submitting this application by email please note that in the absence of a signature, the emailing of the application constitutes your certification that the details are correct.