

**APPLICATION FORM**

| Post Applied For: | Peripatetic Teacher: Percussion |
| --- | --- |
| School: | Lorenden Prep School |
| Closing date for applications: | Wednesday 14th September 2022 (12pm) |

**1. PERSONAL DETAILS** (please use block capitals)

| Surname: | | Forename: | Preferred Title |  |
| --- | --- | --- | --- | --- |
| Previous Names: | | | Date of Birth |  |
| Address:    *(If you have lived less than 5 years at this address, please give previous addresses to a total of 5 years)* | | | N.I. Number |  |
| D*f*E Number (if applicable) |  |
| Date of qualification |  |
| Postcode |  | | Country of qualification |  |
| Previous addresses: | | | Previous addresses: *(contd)* | |

| H ☎ |  | E-mail: |
| --- | --- | --- |
| M ☎ |  |  |

**2. EDUCATION AND ACADEMIC QUALIFICATIONS (with dates)**

| School / College / University | From | To | Subject. Qualifications. Grades. Honours |
| --- | --- | --- | --- |
| Secondary: |  |  |  |
| Secondary (post 16): |  |  |  |
| Higher Education: |  |  |  |
| Further postgraduate  qualifications (including PGCE): |  |  |  |

**3. PRESENT APPOINTMENT** *(or most recent)*

| Post Held: |  | |
| --- | --- | --- |
| Start date: |  | |
| Leaving date (if applicable) |  | |
| School / College Address: |  | |
| Number on Roll: |  | Age Range: |
| Date Appointed: |  | |
| LA / Employer: |  | |
| Responsibility Points:  *(if applicable)* |  | |
| Present or Final  Salary / CPS: |  | |
| Notice required: |  | |
| Reason for leaving: |  | |
| Consent to contact place  of employment. | Yes / No : | |

**4. PREVIOUS EMPLOYMENTS** *(please start with most recent and include all employments since leaving full-time education, please also account for any gaps in employment)*

| From | To | Name and Address of Employer | Position held | Reason for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Brief description of duties: | | | | |

| From | To | Name and Address of Employer | Position held | Reason for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Brief description of duties: | | | | |

| From | To | Name and Address of Employer | Position held | Reason for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Brief description of duties: | | | | |

| From | To | Name and Address of Employer | Position held | Reason for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Brief description of duties: | | | | |

(Continued on separate sheet as necessary)

**5. PROFESSIONAL DEVELOPMENT (last two years)**

*(please give details of courses and qualifications relevant to this application)*

| Course title | Provider | Duration | Dates | Awards / Qual  *(if any)* |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**6. OTHER RELEVANT EXPERIENCES** *(please start with most recent)*

| Nature of Experience | Provider | From To | |
| --- | --- | --- | --- |
|  |  |  |  |

**7. INTERESTS** *(both professional and leisure)*

|  |
| --- |

**8. IF THIS APPLICATION IS FOR A SCHOOL OF A PARTICULAR RELIGIOUS AFFILIATION PLEASE INDICATE BELOW IF YOU ARE OF THAT AFFILIATION**

|  |
| --- |

**9. LETTER OF APPLICATION – including how you meet the criteria for this role**

| Please either complete here, or send this application with a covering letter. |
| --- |

**10a) SELF-DECLARATION OF CRIMINAL INFORMATION**

| As this post is classified as having substantial access to children, appointment will be subject to an enhanced DBS certificate in line with the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (amended 2013 and 2020). If the role you are applying for will be in regulated activity, a check of the DBS children’s barred list will also be required.  If you are shortlisted, you will be required to disclose any unspent convictions or cautions and any other convictions or cautions that would not be filtered . Any relevant information disclosed by you will be discussed with you at the interview stage. More information regarding the filtering of offences will be provided to shortlisted candidates and can also be found [here](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide). |
| --- |

**10b)**

| I appreciate that I must declare any close relationship with a member of the school’s Governing Body. I understand that failure to disclose such a relationship may result in my disqualification. |
| --- |

“**This school and the local authority are committed to safeguarding and promoting the welfare of children and young people and will expect all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate (with check of the children’s barred list if applicable) is required for this post prior to commencement”.**

**10c)**

| I agree that Lorenden Prep School can keep my details for a period of 6 months after the application deadline in order to contact me further should a suitable vacancy become available. |
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**10d)**

| I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and / or exclusion from shortlisting, or may, in the event of employment, result in disciplinary action or dismissal.  Signature: Date: |
| --- |

**11. REFERENCES**

**NB** References will only be sought for shortlisted candidates and will normally be requested prior to interview.

The first reference should be your present or most recent employer. If the employer is a school or college, the reference must be provided by, or confirmed with, the Head Teacher / Principal. If the employer is not a school or college, the referee must be a person with sufficient seniority to provide references. We do not accept references from colleagues, friends or relatives.

| **(i)** | | | | **(ii)** | | |
| --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | Name: |  | |
| Position: |  | | | Position: |  | |
| Address: | | | | Address: | | |
| Telephone No: | |  | | Telephone No: | |  |
| Email address: | |  | | Email address: | |  |
| In what capacity do you know the above? | |  | | In what capacity do you know the above? | |  |
| If you are shortlisted, may we contact this referee prior to interview? | | | Yes / No  If no, please state reason | If you are shortlisted, may we contact this referee prior to interview? | | Yes / No  If no, please state reason |
| If you were known to either of your referees by another name, please give details: | | | | | | |

**12. EQUAL OPPORTUNITIES MONITORING**

We aim to create the conditions in which all applicants and employees are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religion, family circumstance, sexual orientation or other irrelevant distinction.

In order to carry out our equal opportunities policy, we must have some means of monitoring our recruitment and selection. Only by such measures will we be able to recognise potential sources of discrimination and take remedial action. The monitoring form will be separated from the application form and securely stored in the strictest confidence. It will be used for statistical monitoring only.

| Please mark with an X as appropriate | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gender: | | Female | | Male | | | Non-binary |
| Marital Status: | | | Married | | Single | | |
| Age: | | | Below 26 | | 26 – 35 | | |
|  | | | 36 – 45 | | 46 – 55 | | |
|  | | | 56 – 65 | |  | | |
| How would you describe your ethnic origin? | | | | | | | |
| Black: | Caribbean | | | African | | Other | |
| White: | British | | | | | Other | |
| Asian: | Indian | | | Pakistani | | Bangladeshi | |
| Chinese: | | | | | | | |
| Other: | *Please specify:* | | | | | | |
|  | | |  | | | | |