

**APPLICATION FORM**

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| --- | --- |
| Post Applied For: | School Secretary and Head’s PA  Please state if applying for:  Full-time  Part time (mornings)  Part time (afternoons) |
| School: | Lorenden Prep School |
| Closing date for applications: | Tuesday 25 February 2020 |

**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)* | | | N.I. Number |  |
| D*f*EE Number |  |
| 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: |  | |
| Reason for leaving: |  | |
| School / College Address: |  | |
| Number on Roll: |  | Age Range: |
| Date Appointed: |  | |
| LEA / Employer: |  | |
| Responsibility Points:  *(if applicable)* |  | |
| Present or Final  Salary / CPS: |  | |
| Notice required: |  | |
| Consent to contact place  of employment. | Yes / No : | |

**4. PREVIOUS EMPLOYMENTS** *(please start with the most recent and include all employment 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)

**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**

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| --- |
|  |

**9. LETTER OF APPLICATION**

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| --- |
| (please state if you are interested in this role being combined with another to become full-time) |

**10a) DECLARATION BY APPLICANT**

|  |
| --- |
| As this post is classified as having substantial access to children, appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.  Disclosure will only be required following interview if it is considered that you are the most suitable candidate for the post. |

**10b)**

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| --- |
| 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 Criminal Records Bureau Certificate is required for this post prior to commencement”.**

**10c)**

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| --- |
| 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. |

**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.

May we approach your referees without further reference to you? YES

The first reference should be your present or most recent employer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(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 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 circumstances, 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 | |
| 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: | European | | | | Other |
| Asian: | Indian | | Pakistani | | Bangladeshi |
| Chinese: | | | | | |
| Other: | *Please specify:* | | | | |
| Do you have any disability as described within the terms of the Equality Act 2010? | | Yes / No : | | | |