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| Gap Student Application Form | | | | | |
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| **Section 1 – Personal details** | | | | |
| Title: Mr/Mrs/Miss/Ms  (delete as appropriate) | Legal Forename(s): | | Legal Surname: | |
| Date of birth: | | | Former name (if applicable): | |
| National Insurance No: | | | Preferred name: | |
| Address: | | | | |
| Telephone number(s):  Home:    Mobile: | | | | |
| Email address: | | | | |
| Do you hold a full clean driving licence? Yes  No  | | | | |
| Please confirm that you are you currently eligible for employment in the UK? Yes  No  | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Charlotte House Prep School? If so, please provide details. | | | | |
| **Section 2 – Education**  Please start with the most recent. It is our school’s policy to confirm the qualifications of successful candidates. | | | | |
| **Name and location of secondary school** | | **Dates of attendance** | **Examinations and Qualifications attained (Subject, Grade and Level)** | |
| **Subject** | **Result** |
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| **Section 3 – Employment during secondary education**  Please list any employment including any unpaid, temporary or part-time jobs, with your reasons for leaving | | | | |
| Dates | Name and address of employer | Brief description of responsibilities and salary | Reason for leaving | |
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| **Section 4 – Achievements, Personal Qualities and Skills**  Please give your reasons for applying for this post, explaining why you believe you are suitable for the position. Please outline your relevant skills and experience, plus details of voluntary work and leisure interests. | | | | |
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| **Section 5 – Criminal records** | | | | |
| An offer of employment is conditional upon the School receiving a satisfactory Enhanced DBS Disclosure. If you are successful in your application you will be required to complete a Disclosure and Barring Service disclosure application. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service Board (a copy of which is available from the DBS website [www.disclosures.co.uk](http://www.disclosures.co.uk)).  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must declare all convictions, cautions, reprimands, bind-overs and final warnings (including those which would otherwise be considered “spent” under the Act). A criminal record will not automatically debar you from employment. Each case will be assessed fairly by the School  Do you have any criminal offences held against you? 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   Are you disqualified from working with children, named on the DfES List 99 or the Protection of Children List, or subject to any sanctions imposed by a regulatory body? Yes  No   If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. | | | | |

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| **Section 6 – References**  Please supply the names and contact details of two people whom we may contact for references. One of these must  be your current school. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. | |
| **Referee 1** | **Referee 2** |
| Name:  School/Organisation:  Address:  Occupation:  Telephone number:  E-mail address:  May we contact prior to interview? Yes  No  | Name:  School/Organisation:  Address:  Occupation:  Telephone number:  E-mail address:  May we contact prior to interview? Yes  No  |

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| **Section 7 – Recruitment** |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All offers of employment are subject to satisfactory medical fitness, two satisfactory references, verification of identity, qualifications, and the right to work in the UK.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.  Would you like the School to retain your details if your application is unsuccessful? Yes  No  |

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| **Section 8 – Declaration** |
| * **I agree that any offer of employment with Charlotte House is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate).** * **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.** * **I understand that providing false information is an offence which could result in my application being rejected and (if the false information comes to light after my appointment) may result in dismissal and prosecution.** * **I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.** * **I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.** * **I consent to the School making direct contact with all previous employer's where I have worked with children or vulnerable adults to verify my reason for leaving that position.** * **I consent to the School making direct contact with the people specified as my referees to verify the reference.**   **Signature …………………………………………………… Date ………………………..** |