



PRIORY SCHOOL OF OUR LADY OF WALSINGHAM



APPLICATION FORM FOR NON-TEACHING POSTS

We are committed to safeguarding and promoting the welfare of children and young people and all appointment are subject to stringent checks. The School is committed to promoting equal opportunities in employment. In the event that you require any adjustments to be made during the interview process on account of a disability, please contact the School Manager to make arrangements.

Please ensure that the form is fully completed otherwise it will be returned to the applicant.

Post Applied For:		Date of Application:	
Personal Details			
Surname:		Previous name(s) (if any):	
Forename(s):		Preferred title: Mr/Mrs/Miss/Ms/Dr/Other	
NI No:			
Address:		Telephone (daytime):	
		Telephone (evening):	
		Email:	
Any additional personal information you wish to include about yourself:			

Employment: Present Position including any training positions

Present position:	Address and tel. number:
Current annual salary	Date of taking up appointment:

Experience and Responsibilities:

Employment: Previous Positions

<i>From</i>	<i>To</i>	<i>Position</i>	<i>Details</i>

Experience, Responsibilities:

<i>From</i>	<i>To</i>	<i>Position</i>	<i>Details</i>

Experience, Responsibilities:

<i>From</i>	<i>To</i>	<i>Position</i>	<i>Details</i>

Experience, Responsibilities:

<i>From</i>	<i>To</i>	<i>Position</i>	<i>Details</i>

Experience, Responsibilities:

Education: Higher Education (including current courses and professional qualifications)

<i>From</i>	<i>To</i>	<i>Institution</i>	<i>Subject</i>	<i>Qualification/class</i>	<i>FT/ PT</i>

Education: Secondary Education

<i>From</i>	<i>To</i>	<i>Name and address of institution(s)</i>

Education: A Levels or Equivalent

<i>Date</i>	<i>Subject</i>	<i>Grade</i>

Education: GCSEs or Equivalent		
<i>Date</i>	<i>Subject</i>	<i>Grade</i>

Other Relevant Qualifications		
<i>Date</i>	<i>Details</i>	<i>Grade</i>

Relevant courses attended in the last five years			
<i>Date</i>	<i>Course provider</i>	<i>Course details</i>	<i>Course duration</i>

Additional Information: Other	
<p>This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ as well as any ongoing investigations or disciplinary actions pending, <u>must be declared</u>.</p>	
<p>(a) I confirm that I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC), and I have no convictions, cautions or bind-overs; current or spent. Yes/No</p>	
<p>(b) I confirm that there are no ongoing investigations or disciplinary actions pending. Yes/No</p>	
<p>If you have answered NO to (a) or (b), please give separate details in a sealed envelope marked “confidential”.</p>	
<p>Do you hold a current clean driving licence? Yes/No</p>	<p>Date of passing driving test: _____</p>

4.3. Additional information: Experience, Personal Qualities and Interests

Please provide details of other relevant experience, personal qualities and interests relevant to the post (if you prefer you may leave this blank and include details in the covering letter):

5. References		
Please provide details of two referees who are willing to support your application. One must be your current or most recent employer, one must be able to comment on your suitability to work with children, and practising teachers are expected to nominate their current head teacher. Please do not use open references nor references from friends or relatives. Please note that if you are short listed, references will be contacted prior to interview.		
Name	1	2
Relationship to you		
Address		
Telephone		
Email if available		

6. Declaration
<p>The successful candidate will be the subject of a request for a search by the Disclosure and Barring Service and our health form.</p> <p>Medical Declaration It is statutory requirement under the Education (Health Standards) (England) Regulations 2003 that anyone appointed to a post involving regular contact with children or young people must have the mental and physical fitness to carry their work responsibilities. Any offer of employment involving regular contact with children or young people will be subject to the School satisfying itself that you have the appropriate level of physical and mental fitness to perform the role and, if you are offered a role, you will be asked to complete a medical declaration form in this regard.</p> <p>The successful candidate's qualifications will also be checked.</p> <p>I certify that, to the best of my knowledge and belief, all particulars included in my letter and application are correct.</p> <p>Signed Date</p>
Please state how you heard about this job vacancy:
Please state if you have any current or historical connection(s) with Priory School.

Please forward this application form, together with a covering letter, to Priory School as indicated in the post details.

Use additional sheets if necessary.

