



Milverton House School and Nursery

Application for post of:

Surname:		Title: Mr / Mrs / Miss / Ms / Dr
Forenames:		

Current Address:	Home telephone:
	Work telephone:
	Mobile number:
Post Code:	National Insurance No:

DFE Reference No:		Date Issued:	
Name of Confirming Authority:		Date of satisfactory completion of probation:	

Educational and Academic Qualifications:
Give details of secondary schools, colleges and universities attended since the age of 16 with examination dates, results and qualifications obtained. There is no need to include any qualifications gained prior to 'A' levels or equivalent. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications will be requested.

General Education		School/College/University	Full or P/Time	Examinations taken or to be taken (with dates)	Qualifications obtained
From	To				

Support of application:

Please attach a letter of application giving any further details of experience which may be relevant to this post.

In-service training Give details of most recent, relevant courses attended and indicate any awards earned.			
Course Title	Provider	Duration	Dates

References:

Please provide at least two referees. One referee 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, references will not be accepted from relatives or from referees writing solely in the capacity of friends. **It is normal practice for references to be obtained prior to interview should candidates be short-listed.**

If you were known to either of your referees by another name, please give details:

First Referee		Second Referee	
Name:		Name:	
Position:		Position:	
Address:		Address:	
	Post code:		Post code:
Tel No:		Tel No:	
In what capacity is the above known to you?		In what capacity is the above known to you?	

Other information:

Are you related to any member of staff, or pupil of this school?		YES / NO	
If yes, please state name of person and relationship:			
Do you consider yourself to have a disability?	YES / NO	If yes please indicate your disability	
Are you registered disabled?	YES / NO	If yes, please state registration number:	
Do you have a current driving licence?	YES / NO	Do you have regular use of a vehicle?	YES / NO
How did you find out about this vacancy?			

Criminal offences:

This post is subject to the DES Circular 4/86 "Protection of Children: Disclosure of criminal background to those with access to children". Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974.

You are asked to disclose any previous convictions. In the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action. Any information given about convictions will be completely confidential. The successful candidate will also be required to give his/her agreement to a police check as a matter of routine.

Have you ever been convicted of a criminal offence or been made the subject of any order civil or criminal, made by a Court of Law? If yes, please give particulars in a sealed and clearly marked envelope within your application :

YES / NO

Medical Fitness
 In accordance with the Education (Teachers) Regulations 1982, all teachers are required to satisfy their employers of their medical fitness on entry to the teaching profession and also during their subsequent employment. In this connection, the successful applicant will be required to complete a medical questionnaire for consideration.

Are there any restrictions to you working in the UK? Yes No
 Please note, you will be asked for an original document to confirm that you are entitled to live and work in the UK which we are required by UK Law to have seen prior to your start date.

I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.
 Signed: _____ Date: _____

Equal Opportunities

Milverton House School is an equal opportunity employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Application Form

- Your application is an important part of the selection process and will be a deciding factor in whether you are short-listed. It is therefore essential that you complete the form accurately, with as much relevant information as possible. These guidelines are to help you complete the form.
- Read all the information sent to you carefully before completing the form. Please write in black ink or type.
- Please complete every section of the form (where applicable) fully. For example, do not state "see C.V." as an incomplete application may run the risk of not being short-listed. If you wish to submit a C.V. this must be in addition to a fully completed application form.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

References

- If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young person (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate, answer not applicable if your duties have not brought you into contact with children.

Rehabilitation of Offenders Act/Disclosure of Background

- The successful applicant will be required to complete an Enhanced Disclosure from the Criminal Records Bureau, which includes a List 99 check.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the Police and/or DFES Children's Safeguarding Operation Unit.

Evidence of Eligibility to work in the UK

- In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, if you are appointed to a position at the School you will be required to produce evidence of your eligibility to work in the UK.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
A current driving licence including a photograph or a passport or a full birth certificate.
A utility bill or financial statement showing the candidate's current name and address.
Where appropriate any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

STRICTLY CONFIDENTIAL CANDIDATE SUMMARY DETAILS

Please complete the details below in CAPITAL LETTERS and send to:

<u>SURNAME</u>	<u>FIRST NAME</u>	<u>INITIAL</u>	<u>TITLE (Mr/Ms etc)</u>
<u>ADDRESS FOR CORRESPONDENCE</u>			
<u>LATEST EMPLOYER (ORGANISATION NAME)</u>	<u>LATEST JOB TITLE</u>	<u>LATEST SALARY</u> £	