



PRINCE'S MEAD

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

So that we may compare candidates fairly, all candidates will be asked to fully complete our own Application Form. Depending on the role applied for, you may be able to submit additional supporting documents; please ensure that you have read the information specifically relating to the vacancy you are applying for.

Post applied for:

.....

School Applied for:

Prince's Mead ☐

KES Prep ☐

KES Senior ☐

Please indicate where you saw this post advertised?

.....

Please state whether you are connected in any way with somebody associated with the School e.g. an employee or Governor:

.....

1. PERSONAL DETAILS

Surname		First Name(s)	
Title (optional)		Previous Name(s)	
Address			
Post Code		Car Driver	Yes ☐ No ☐
NI No		Tel No	
Mobile No		E-mail	
Teacher Reference Number (If applying for a teaching vacancy)			

2. ACADEMIC AND PROFESSIONAL QUALIFICATIONS			
Name and address of schools/colleges/universities	From (Mth/Yr)	To (Mth/Yr)	Qualifications/Grade

3. PERSONAL DEVELOPMENT: Have you attended any training courses/seminars to develop your skills. If yes, please list:			
Course Title	From (Mth/Yr)	To (Mth/Yr)	Details of Course

4. MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional associations, and if so, which:

5. EMPLOYMENT HISTORY – Current / Most Recent Employer					
Employer					
Address					
Post Code		Work Tel No			
Date Appointed		Post Held			
Salary		UPS Points (or equivalent)		TRs (or equivalent)	
Main Duties & Responsibilities					
Reason for Leaving			Notice Requirements or Date of Leaving		

6. PREVIOUS EMPLOYMENT (Most recent employer first). Please include any part-time or voluntary employment. Continue on a separate sheet if necessary.				
Employer's name, address and type of business	Post Held / Main Responsibilities	From (Mth/Yr)	To (Mth/Yr)	Reason for Leaving

If there are any gaps in your employment or education history, please explain them here or continue on a separate sheet if necessary.

- 7. REFERENCES** Please provide the name and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. Where you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed to work with children.

References will not be accepted from relatives or persons who only know you as a friend or in a social capacity. We will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the HR Department on 01962 888000 to discuss the issues.

Referee 1 (current or most recent employer): In what capacity do you know the referee:

Name		Position/job title	
Name of organisation and address			
Daytime tel no		E-mail address	
Do you agree to this reference being taken up prior to interview if you are shortlisted for this post?			Yes ☐ No ☐

Referee 2: In what capacity do you know the referee:

Name		Position/job title	
Name of organisation and address			
Daytime tel no		E-mail address	
Do you agree to this reference being taken up prior to interview if you are shortlisted for this post?			Yes ☐ No ☐

- 8. PERSONAL STATEMENT** Using the applicant information, please demonstrate your suitability for this post; giving examples and include your reasons for applying and interest in the post. *(Please continue on a separate sheet if needed).*

- 9. ADDITIONAL INTERESTS** (Such as membership of any club, leisure activities and hobbies)

10. FURTHER INFORMATION

WORKING IN THE UK: Do you require a visa to work in the UK?

Yes ☐ No ☐

If 'Yes' do you have a current visa that allows you to work in the UK?

Yes ☐ No ☐

If you have a current visa to work in the UK and are invited to interview, you will be expected to produce at the interview the original visa along with the originals of any other evidence that you are eligible to work in the UK.

11. HEALTH AND SAFETY:

A successful applicant will be asked to complete a confidential pre-employment medical questionnaire. The purpose of the questionnaire is to see whether you have any health problems that could affect your ability to undertake the duties of the post you hold or place you at any risk in the workplace. We may recommend adjustments or assistance as a result of this assessment to enable you to do the job. If necessary, a medical examination may be arranged. Our aim is to promote and maintain the health of all people at work.

1. DECLARATIONS – please read carefully before completing and signing

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

The School's policy statements on the recruitment of ex-offenders and the secure storage, handling, use, retention and disposal of disclosures and disclosure information are on the School website and, together with the DBS Code of Practice, are available in hard copy on request.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Upfront disclosure of a criminal record may not debar you from appointment as all offences will be assessed fairly with regard to the nature of the role. We shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. If you would like to discuss this beforehand, please telephone in confidence to the HR Department for advice.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions or cautions once shortlisted (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

2. DECLARATIONS – please read carefully before completing and signing

- For the purposes of the Data Protection Act 2018, I consent to the information in this form, and any information received by or on behalf of Prince's Mead School relating to the subject matter of this form, being processed by them in administering the recruitment process.
- I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales), and that I am not entitled to withhold information about any criminal convictions, police cautions and bind-overs that are not subject to DBS filtering.
- I understand that the successful applicant will be required to make an enhanced Disclosure and Barring application.
- I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any appointment offer or my dismissal any time in the future and possible criminal prosecution.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by Disclosure and Barring Service, the Secretary of State or regulatory body.

I have nothing to declare ☐

I enclose a confidential statement ☐

Signed

Print Name

Date

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview

Please return this form to:

**HR Department
Prince's Mead School
Worthy Park House
Kings Worthy
Winchester
SO21 1AN
Tel: 01962 888000
Email: recruitment@princesmeadschool.org.uk**