



PRESTFELDE

Application and Recruitment Process Explanatory Notes

Application Form

1. Candidates should complete the enclosed application form in full. If you would like to submit a CV you may do so, but you must complete every section on the application form.
2. As part of the application process please provide a photocopy of your driving licence/passport for identification purposes. This should be attached to your application form.
2. Candidates should be aware that all posts in the school involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
3. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate, previously known as a Criminal Records Bureau (CRB).
4. We will seek references on shortlisted candidates and may approach any previous employer(s) for information to verify particular experience or qualifications.
5. If you are currently working with children, on either a paid or voluntary basis, your current, or most recent employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (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 they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.
6. 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 The Children's Safeguarding Operation Unit.

Conditional Offer of Appointment – Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received).
2. Verification of identity and qualifications.
3. A check of List 99.
4. A satisfactory DBS Certificate at the enhanced level.
5. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.



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APPLICATION FOR EMPLOYMENT

Please complete all sections of this form and submit it with your letter of application. If you require more space to complete any section, please continue on a separate sheet and attach it to this form.

1. POSITION APPLIED FOR:	
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2. PERSONAL DETAILS							
Title: <i>(please tick)</i>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Other <input type="checkbox"/>	Please specify:
Forename:				Middle Name(s):			
Surname:				Previous Surname(s):			
Date of Birth:				Gender: <i>(please tick)</i>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Marital Status:	Married <input type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>	Cohabiting <input type="checkbox"/>	Single <input type="checkbox"/>	

Address:							
Town:				County:			
Postcode:				Mobile:			
Home Phone:				Email:			

National Insurance Number:							
Do you have permission to work in the UK?	Yes <input type="checkbox"/>			No <input type="checkbox"/>			
Type of evidence to work in the UK? i.e. passport, visa							
If no, do you require sponsorship?							
Nationality:							



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Do you hold a full driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, vehicle classification:	
Details of family including dependants:				
Do you have any close connections with member(s) of the Prestfelde staff or community?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, please provide details:				

3. EMPLOYMENT DETAILS			
Current or most recent employment			
Job Title:			
Name & Address of Employer:			
Date Commenced:		Reporting To:	
Current Salary:		Notice Period:	
Reason for Leaving:			
Briefly outline the main tasks and responsibilities in your current role			



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Employment History (most recent first)			
Employer's Name & Address	From - To MM / YYYY	Job Title & Main Responsibilities	Reason for Leaving



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Gaps in employment history?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please provide reasons for the gaps together with the specific dates including the month and year			



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4. SUPPORTING INFORMATION

Please provide details of how your experience, skills and abilities are relevant to the requirements of the post as set out in the job description.



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5. EDUCATION, TRAINING & DEVELOPMENT DETAILS			
Secondary Education School	Dates (From – To)	Qualification Awarded (Subject & Level)	
Further / Higher Education	Dates (From – To)	Qualification Awarded (Subject & Level)	
Postgraduate Education	Dates (From – To)	Qualification Awarded (Subject & Level)	
Professional Qualifications	Dates (From – To)	Qualification Awarded (Subject & Level)	
Qualified Teacher Status:	Yes <input type="checkbox"/> TRN No:	No <input type="checkbox"/>	N/A <input type="checkbox"/>



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6. REFERENCES

Please supply the details of two referees and state what capacity the referee knows you. One referee should be your present (or most recent) employer. Where you are not currently working with children, but have done so in the past, one referee must be from that employer. Please note references will not be accepted from relatives or referees writing solely in the capacity of friends.

Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Tel:		Tel:	
Email:		Email:	
Relationship:		Relationship:	
Dates Known:		Dates Known:	

It is our practice to contact referees prior to the interview process. If you do not wish us to contact your referee(s) without your prior consent, please place an asterisk against their name(s)

7. ADDITIONAL INFORMATION

Please provide details of your hobbies and interests outside of work

Please specify where you saw this post advertised:



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8. CRIMINAL CONVICTIONS

Due to the nature of the work of this post and the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 you are required to give details of criminal offences for which you have been convicted. Please note only convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act, 1974 (Exceptions) Order 1975 (as amended in 2013) are required to be disclosed. Guidance and criteria on protected convictions, cautions, reprimands or final warnings can be found on the Disclosure & Barring Service website.

Have you ever been found guilty of a criminal offence?

Yes

No

Has the Secretary of State of Education ever issued you with a personal warning or caused your name to be included on the Barred List which names those who may not be employed in schools?

Yes

No

If yes, please provide details on a separate sheet and enclose it with your application in an envelope marked 'Confidential'. You should be aware that the School will institute its own checks upon successful applicants for short listing with the Department for Education and police records.

Previous convictions will not automatically bar candidates and convictions will only be considered in relation to the post for which you have applied. However, failure to declare a conviction may disqualify you from the appointment or result in summary dismissal if the discrepancy comes to light.

Prestfelde is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful applicants will be required to consent to an Enhanced DBS check by the Disclosure and Barring Service (DBS).

9. ASYLUM AND IMMIGRATION ACT (1996)

Under this Act it is an offence to employ a person who is not entitled to live or work in the UK. In order to comply with this, you will be asked to provide a 'defined' document if you are selected for appointment.

10. DATA PROTECTION ACT (1998)

Information from this form will be processed in accordance with the Data Protection Act 1998. By signing this form, I agree to this data being held and processed and if I am appointed to the post I also agree to further information, including sensitive data (e.g. bank details, medical information etc) being held and processed by Prestfelde School, in accordance with the Act.

11. MEDICAL STATEMENT

Are there any reasonable adjustments which you would require if selected for interview?

Yes

No

If yes, please provide details:

Please note that any offer of employment made by the School for successful applicants will be conditional upon verification of medical fitness to ensure the proper performance, both physically and mentally, of the post in question. Successful applicants will be required to complete a medical questionnaire, which forms an essential part of the pre-employment process.



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12. ACKNOWLEDGMENT OF APPLICATIONS

Due to the considerable number of enquiries for vacancies, we are unable to acknowledge receipt of written applications unless you specifically request this by enclosing a stamped addressed envelope. If you have not heard from us within 4 weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

13. DECLARATION

I declare that the information provided in this application form is to the best of my knowledge, correct. I understand that any false information or concealment may disqualify me from being considered for the role in question, or lead to my dismissal if discovered after my engagement.

Signature of Applicant:	
Date:	

Please return your completed Application Form and covering letter via email or post to:

Mrs Charlotte Davies
Senior Leadership Team Assistant
Prestfelde School
London Road
Shrewsbury
Shropshire
SY2 6NZ

Tel: 01743 245 400

Email: cdavies@prestfelde.co.uk