



## Application Form

Position applied for:

### Section 1: Personal Details

Last Name:

Forenames:

Title: Dr/Mr/Mrs/Miss/Ms/Other

Former last name(s):

Preferred fore name:

Teachers registration no, (if applicable):

□□/□□□□□□

Do you have qualified teacher status (QTS)?

Yes

No

Address:

Home number:

Mobile Number:

E-Mail address:

Date of birth:

(for Safer Recruitment purposes only)

Postcode:

Are you eligible for employment in the UK?

Yes

No

National Insurance Number:

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Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

### Section 2: Safeguarding and Child Protection

Have you read the School's Child Protection Policy? Yes

No

**References:**

Please supply the names and contact details of two people who we may contact for references. These should be persons of appropriate standing with direct knowledge of your professional work and should include your present or most recent employer. If your current or most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. 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. The School reserves the right to take up references from any previous employer.

<b>Referee 1</b>	<b>Referee 2</b>
Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
E-Mail address:	E-Mail address:
Tel. No:	Tel. No:
Address:	Address:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Please state when you would be available to take up employment if offered:

### Section 3: Employment

Current/Most recent employer:

Current/Most recent employer's address

Current/most recent job title:

Date started: (dd/mm/yy)

Date and reason employment ended:

Current salary/Salary on leaving:

Do you/did you receive any employee benefits?

Yes

No

Please provide details of benefits:

Salary: £

Full time/Part time (circle as appropriate)

Hours worked per week:

Reason for seeking other employment:

Brief description of duties:

**Previous employment and/or activities since leaving secondary education.**

Please continue on a separate sheet if necessary.

Dates	Name and address of employer	Position held and/or duties	Reason for leaving
From: (dd/mm/yy)  To: (dd/mm/yy)			
From: (dd/mm/yy)  To: (dd/mm/yy)			
From: (dd/mm/yy)  To: (dd/mm/yy)			
From: (dd/mm/yy)  To: (dd/mm/yy)			

**Section 4: Gaps in your employment/work history**

As you are applying to work in a school you must provide full details your employment and education history. If there are any gaps, e.g. looking after children, sabbatical year, please give details and dates below, and continue on a separate sheet if necessary.

Dates:	Reason for gap(s):

## Section 5: Education

Please provide details of your education at secondary level and above starting with the most recent.

Name of school/college/university	Date of attendance	Examinations			
		Subject/Award/Qualification/Grade	Result	Date	Awarding Body
	<b>From:</b> dd/mm/yy  <b>To:</b> dd/mm/yy				
	<b>From:</b> dd/mm/yy  <b>To:</b> dd/mm/yy				
	<b>From:</b> dd/mm/yy  <b>To:</b> dd/mm/yy				
	<b>From:</b> dd/mm/yy  <b>To:</b> dd/mm/yy				

## **Section 6: Professional or vocational qualifications, skills or training**

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

## **Section 7: Interests**

Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity.

## **Section 8: Suitability**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

## **Section 9: Reasonable adjustments**

If you require any reasonable adjustments to assist you in your application or during our recruitment process, please contact HR using the details at the bottom of the application.

## **Section 10: UK work entitlement**

As part of the recruitment process you will be asked to show original copies of documents that show your entitlement to work in the UK. Failure to do so will invalidate your application or any subsequent offer of employment.

## Section 11: Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy. We may check the information provided by you on this form with third parties. 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 after six months.

## Section 12: 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 or civil partnership status, religion or religious belief, disability or age. All new appointments 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. Please note, it is an offence to apply for the role if you have been barred from engaging in regulated activity relevant to children.

## Section 13: Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks

I declare that the information I have given in this form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

**Signed:**

**Date:**

If you have used an electronic signature, you will be asked to sign a physical copy of this form if you are offered an interview.

**Physical signature** (if signed electronically): \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return to [hr@copthorneprep.co.uk](mailto:hr@copthorneprep.co.uk) or by post to:  
HR Manager, Copthorne Prep School, Effingham Lane, Copthorne, West Sussex, RH10 3HR.