



Application Form

The Croft Preparatory School

Alveston Hill, Loxley Road, Stratford-upon-Avon CV37 7RL, Warwickshire, UK

Tel : +44 (0) 1789 293795 Fax : +44 (0) 1789 414960 e-mail : jobs@croftschool.co.uk web: www.croftschool.co.uk

Position applied for:

Section 1 – Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Former name:		Preferred name:
Address:	National Insurance number:	
	Are you currently eligible for employment in the UK? Yes · No · Please provide details:	
Telephone number(s): Home: Work: Mobile: Email address:	Teacher's R P number (if applicable):	
	Do you have Qualified Teacher status? Yes · No ·	
Are you related to, or do you maintain a close relationship with, an existing employee, volunteer, associate or Director of the School? If so, please provide details.		

Section 2 – Education

Please provide details of your education history, starting with the most recent. Please account for any gaps.

Name of school/college/university	Dates of attendance	Examinations									
		Subject	Result	Date	Awarding body						
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Section 3 – Other 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 4 – Employment

Please provide details of your current / most recent employment.

Current/most recent employer:	Current/most recent employer's address:		
Current/most recent job title:		Date started:	
Brief description of responsibilities:		Date employment ended (if applicable):	
Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these.		
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			

Section 5 – Previous employment and/or activities since leaving secondary education

Please account for any gaps and continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving			
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Section 6 – Interests

Please give details of any interests, hobbies or skills that you could bring to the School, for the purposes of extra-curricular activity

Section 7 – 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 from voluntary or community work or similar, which demonstrate your ability and aptitude to undertake the duties of the post and to meet the criteria required. Please provide any additional information or comments which you wish to bring to the attention of the selection panel. Continue on a separate sheet if necessary.

Section 8 – Equal Opportunities

The School is committed to being an equal opportunities employer. The purpose of the following questions is to ensure that the School complies with its obligations under the Equality Act 2010 ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes · No ·

If you wish please give further details here

Are there any special arrangements you might require to attend an interview? Yes · No ·

If yes, please give details here

If offered the position applied for, (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role? Yes · No ·

If yes, please give details here

Section 9 – Criminal records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. If you are successful in your application you will be required to complete a DBS Application. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).

If you have a criminal record, this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

Do you have any 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)? YES/ NO

If 'YES', please provide details on a separate sheet and send this in a sealed envelope marked "Confidential" with your Application Form.

Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/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 aims to take up references from all shortlisted candidates before interview.

Referee 1	Referee 2
<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation and Relationship to you:</p> <p>Telephone number:</p> <p>E Mail address:</p> <p>May we contact prior to interview? Yes · No ·</p>	<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation and Relationship to you:</p> <p>Telephone number:</p> <p>E Mail address:</p> <p>May we contact prior to interview? Yes · No ·</p>

Section 11 – Recruitment

The Croft Preparatory School (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain employees of the highest calibre, who share this commitment.

The aims of the School's Recruitment Policy are as follows:

- to ensure that the best possible employees are recruited on the basis of their merits, abilities and suitability for the position, and that members of Staff hold relevant qualifications for their role.
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, gender or sexual orientation, marital or civil partner status, disability or age
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in Keeping Children Safe In Education, by following Safer Recruitment guidelines and the code of practice published by the Disclosure & Barring Service (DBS)
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

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. All new posts within the School are subject to a probationary period.

Section 12 – Data Protection

The Croft School is the Data Controller of the information you provide under the General Data Protection Regulations (GDPR). In the course of your employment, engagement or other basis of work undertaken for the school, we will collect, use and hold personal data relating to you as a candidate or member of our staff. The school outlines the way it processes personal data in the Privacy Statement for Staff, which can be found on the website at www.croftschool.co.uk and is provided as part of the recruitment pack.

Section 13 – Declaration

- **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.**
- **I confirm that I am not on a DBS Barred List, the subject of a Prohibition Order, disqualified from work with children or subject to sanctions imposed by a regulatory body.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to the School making direct contact with the people specified as my referees to verify the reference.**

Signature

Date