

**Application Form**

**Teaching and Support Staff**

|  |  |
| --- | --- |
| *The Stephen Perse Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*  The Foundation is legally required to carry out a number of pre-appointment checks which are detailed in the Foundation's Safer Recruitment Policy. The information you are being asked to provide in this form is required so that the Foundation can comply with those legal obligations should your application be successful. In order to be considered for a position at the Foundation, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the Foundation may carry out online searches on shortlisted applicants (see the Foundation's Safer Recruitment Policy for further information).  Any offer of employment made following this application is subject to completion of all pre-employment checks including proof of your eligibility to work in the UK, our receipt of at least two satisfactory references, enhanced disclosure and barring service (DBS) clearance and return of a medical questionnaire.  Please ensure that you complete all sections of the application form.  Please note that providing false information or omitting information will result in the application being rejected, or withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Checks may be carried out to verify the contents of your application form. | |
| Job title/position applied for: |  |
| Where did you see this vacancy advertised? |  |

| Section 1: Personal details | | | |
| --- | --- | --- | --- |
| Title (Mr/ Mrs/ Miss/ Ms / Dr): | Forename(s): | Surname: | |
|  |  |  | |
| Former name(s): |  | Preferred name: |  |

|  |  |  |
| --- | --- | --- |
| Home address and postcode: | Contact details: | |
|  | Mobile number: |  |
| Home number: |  |
| Email address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible for employment in the UK? | Yes |  | No |  |
| Please provide details of how you will evidence this in the space below. | | | | |
|  | | | | |
| National Insurance (NI) number: |  | | | |
| Teacher registration number (if applicable): |  | | | |
| Do you have Qualified Teacher status (if applicable)? | Yes |  | No |  |
| Have you read the Foundation's Safeguarding and Child Protection Policy? | Yes |  | No |  |
| Have you lived or worked outside of the UK for 3 months or more in the last 5 years? | Yes |  | No |  |
| If yes, please provide details of the countries you lived/worked in and the dates you were there in the space below. | | | | |
|  | | | | |

|  |
| --- |
| Section 2: Details of online profile |
| *Keeping Children Safe in Education* (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  The Foundation uses a third-party provider to conduct online searches of social media platforms on its behalf.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * any websites you are involved with, in or featured on or named on; and * any other publicly available online information about you of which the Foundation should be made aware.   If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form and the following information which you will be asked to provide directly to the third-party provider:   * the social media platforms on which you have accounts; and * the account names/handles for all of your social media accounts, including any under a nickname or pseudonym.   If we carry out a search, we will also search more widely for any other online information about you.  You are not required to provide account passwords or to grant the Foundation access to private social media accounts.  If you are not shortlisted for the role, online searches will not be carried out on you. |
|  |

|  |
| --- |
| Section 3: Prohibition from teaching, prohibition from management and disqualification from providing childcare |
| The Foundation is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Principal.  The Foundation is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the Foundation:   * Principal; * Members of the Education and Operations Executive; * Heads of Section (including Heads of Schools); * teaching posts on the senior leadership team; * teaching posts which carry a departmental head role; * professional support staff posts on the senior leadership team.   The Foundation is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:   * all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.  The declaration at Section 15 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact recruitment@stephenperse.com.  The Foundation will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form. |

| Section 4: Education (please start with most recent) | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of  school/college/university | Dates of attendance | | | Examinations | | | |
| Subject | Result | Date | Awarding body |
|  | Date from: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| Date to: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Date from: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| Date to: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Date from: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| Date to: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| Section 5: 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 6: Current Employment | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Name of current / most recent employer: |  | | | | | |
| Current / most recent employer's address: |  | | | | | |
| Current / most recent job title: |  | | | | | |
| Date started: | Date employment ended (if applicable): | | Current salary / salary on leaving: | | | |
|  |  | |  | | | |
| Do you / did you receive any employee benefits? | | Yes | |  | No |  |
| If yes, please provide details of these employee benefits in the space below. | | | | | | |
|  | | | | | | |
| Please state your reason(s) for seeking other employment in the space below. | | | | | | |
|  | | | | | | |
| Please state when you would be available to take up employment, if offered, in the space below. | | | | | | |
|  | | | | | | |

| Section 7: Previous employment and / or activities (including voluntary work) 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 |
| Date from: | | |  |  |  |
| dd / mm / yy | | |
|  |  |  |
| Date to: | | |
| dd / mm / yy | | |
|  |  |  |
| Date from: | | |  |  |  |
| dd / mm / yy | | |
|  |  |  |
| Date to: | | |
| dd / mm / yy | | |
|  |  |  |
| Date from: | | |  |  |  |
| dd / mm / yy | | |
|  |  |  |
| Date to: | | |
| dd / mm / yy | | |
|  |  |  |

|  |
| --- |
| Section 8: Gaps in your employment |
| If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. |
|  |

|  |
| --- |
| Section 9: Interests |
| Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the Foundation for the purposes of enriching its extra-curricular activity. |
|  |

| Section 10: 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 personal qualities, 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 11: Disclosure and Barring Service checks, criminal record and Children's Barred List. |
| Please be aware that the Foundation applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the Foundation which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the Foundation is conditional upon the Foundation being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the Foundation will be handled in accordance with any guidance and / or code of practice published by the DBS.  The Foundation will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the Foundation to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at Section 15 of this Form therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the Foundation is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the Foundation. Instead, the Foundation will assess each case on its merits and with reference to the Foundation's objective assessment criteria set out in the Foundation's Safer Recruitment Policy. |

| Section 12: 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 Foundation intends to take up references on all shortlisted candidates before interview. The Foundation reserves the right to take up references from any previous employer.  If the Foundation receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the Foundation may take up references from your overseas employers.  If the Foundation feels it is necessary to take up additional references for any reason, we will contact you to discuss this before approaching any party for an additional reference.  The Foundation may also telephone your referees in order to verify the reference they have provided.  The Foundation treats all references given or received as confidential which means that you will not usually be provided with a copy. | | | | | | | | | |
| REFEREE 1 - YOUR CURRENT OR MOST RECENT EMPLOYER | | | | | REFEREE 2 - OTHER PREVIOUS EMPLOYER | | | | |
| Full Name: |  | | | | Full Name: |  | | | |
| Occupation/job title: |  | | | | Occupation/job title: |  | | | |
| Organisation’s name: |  | | | | Organisation’s name: |  | | | |
| Organisation’s address: |  | | | | Organisation’s address: |  | | | |
| Email address: |  | | | | Email address: |  | | | |
| Telephone number: |  | | | | Telephone number: |  | | | |
| Referee’s relationship to applicant: |  | | | | Referee’s relationship to applicant: |  | | | |
| May we contact them prior to Interview? | Yes |  | No |  | May we contact them prior to interview? | Yes |  | No |  |

| Section 13: Recruitment and use of information |
| --- |
| It is the Foundation'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 Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the Foundation’s Safer Recruitment Policy (which includes the Foundation’s 'policy on the recruitment of ex-offenders') and Safeguarding and Child Protection Policy is available for download from the Foundation’s website here: [www.stephenperse.com](https://www.stephenperse.com/page/?title=Policies&pid=1628) . Please take the time to read them.  If your application is successful, the Foundation will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.  How we use your information  Information on how the Foundation uses personal data is set out in the Foundation's Privacy Notice for Staff; a copy can be requested by contacting recruitment@stephenperse.com. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section 14: Health | | | | |
| The Stephen Perse Foundation is an equal opportunities employer and welcomes applications from disabled candidates.  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. | | | | |
| Are there any adjustments you might require in order to attend an interview? | Yes |  | No |  |
| If yes, please provide details: |  | | | |
| The Foundation is legally required to verify that all staff working at the school are physically and mentally fit for the role they carry out. Any offer of employment made by the Foundation will be conditional upon the Foundation verifying the successful applicant’s mental and physical fitness to carry out their work responsibilities. Therefore, if your application is successful, you will be required to complete a declaration of medical fitness to confirm that, to the best of your knowledge, you know of no reason, on grounds of mental or physical health, why you should not be able to discharge the responsibilities required by the role.  There may be circumstances when it will be necessary for the Foundation to refer you for assessment by its nominated external occupational health provider before any offer of employment is confirmed. | | | | |

| Section 15: Declaration | |
| --- | --- |
| You must read all statements below and tick each box that is relevant to you and the role you are applying for. | |
| * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children. * I confirm that I am not prohibited from carrying out 'teaching work'.  *(do not tick this box if the role for which you are applying does not involve 'teaching work')* * I confirm that I am not prohibited from being involved in the management of an independent school.  *(do not tick this box if the role for which you are applying is not a management role)* * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.  *(do not tick this box if the role for which you are applying does not involve the provision of 'childcare')* * I confirm that I have provided details of all websites I am involved with or featured/named on and other publicly available online information about me of which the Foundation should be made aware and I have not knowingly withheld any information. * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence. | |
| Signed: |  |
| Print Name: |  |
| Date: |  |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the Foundation will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 15. | |

**Applications should be marked ‘Private and Confidential’ and emailed to:** [**recruitment@stephenperse.com**](mailto:recruitment@stephenperse.com)

**You can contact the recruitment team by telephone: +44 (0) 1223 454725**