



Prior Park Schools

Employment Application Form

Applicant Name:

Position Applied for:

FOR HR USE ONLY

I certify this is a true and original copy of the document.

Signed:

Date:



**The Paragon
School**



**Prior Park
College**



**Prior Park
Gibraltar**



Employment Application Form

Thank you for applying for a position with Prior Park Schools (Prior Park Educational Trust). We are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Applicants should note that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

All posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates are encouraged to read the Job Description and Person Specification before submitting this application.

Please complete this form in full to help us assess your application. Incomplete application forms or forms containing gaps in information may not be considered. Please send your application to **recruitment@priorparkschools.com**

If there is insufficient space, please continue on a separate sheet if necessary, giving title heading.

Position applied for:

Prior Park College, Bath ☐ The Paragon School, Bath ☐ Prior Park School, Gibraltar ☐

1. PERSONAL DETAILS

Title:

Forenames:

Surname:

Former name: (including maiden name)

Preferred name:

Address:

Postcode:

How long have you lived at this address?: (If less than 5 years please provide previous addresses to complete the 5 year history. Please continue on a separate sheet, if necessary)

Previous address:

Previous address:

Postcode:

Postcode:

Length of time at address: (Months/Years)

Length of time at address: (Months/Years)

Previous address:

Previous address:

Postcode:

Postcode:

Length of time at address: (Months/Years)

Length of time at address: (Months/Years)

CONTACT DETAILS

Mobile telephone:

Home telephone:

Email address:

2. GENERAL

FOR TEACHING POSTS ONLY

DfES Reference Number:

Do you have a Qualified Teacher Status? YES ☐ NO ☐

FOR ALL POSTS

National Insurance Number:

DRIVING LICENSE DETAILS (please tick which is applicable)

Do you hold a full driving licence? YES ☐ NO ☐

With a D1 classification? YES ☐ NO ☐

Do you have any points? (if yes, please state causes) YES ☐ NO ☐ (state causes here)

Do you have a Minibus Proficiency Certificate? YES ☐ NO ☐

HOW DID YOU HEAR ABOUT THIS VACANCY?

School Website ☐ LinkedIn ☐ Twitter ☐ Facebook ☐ Local Press ☐ TES ☐ Word of mouth ☐ Other (please detail)

3. RIGHT TO WORK IN THE UK/GIBRALTAR

Do you have the legal right to work in the UK? YES ☐ NO ☐ Do you have the legal right to work in Gibraltar? YES ☐ NO ☐

Please note: Prior Park Educational Trust will require appropriate documentary evidence of your right to work in the UK/Gibraltar, as required by the Immigration, Asylum and Nationality Act 2006. You will be required to provide such evidence at interview. For examples of acceptable documents please visit www.ukba.homeoffice.gov.uk, or contact the HR Department.

4. EDUCATION - ACADEMIC AND/OR VOCATIONAL QUALIFICATIONS

Please start with the most recent to include start and end dates of all periods of education. Please continue on a separate sheet if necessary.

UNIVERSITY AND POST-GRADUATE STUDY

Dates (MM/YYYY) From To		University	Subject(s) Studied	Qualifications/Class

SIXTH FORM STUDY

Dates (MM/YYYY) From To		School	Subject(s) Studied	Qualifications/Class

GCSE / O LEVEL (OR EQUIVALENT)

Dates (MM/YYYY) From To		School	Subject(s) Studied	Qualifications/Class

5. MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

Organisation/Association:	Level of Membership:
Organisation/Association::	Level of Membership:

6. EMPLOYMENT HISTORY

Please provide full details of all positions held, employment, self-employment and unpaid work since leaving secondary education. Please start with your current or most recent employer/present post and salary, professional experience gained within previous posts, extra-curricular skills and interests. In each case please provide the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.

Please note CV's cannot be accepted in lieu of this section. Please continue on a separate sheet if necessary.

CURRENT EMPLOYMENT

Current/most recent employer:	
Current/most recent employer's address:	
Current/most recent job title:	Salary:
Date started: (MM/YYYY)	Date employment ended (if applicable): (MM/YYYY)
Brief description of current responsibilities:	
Is this post your sole regular employment?:	

Notice period: (if applicable)

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

PREVIOUS EMPLOYMENT

GAPS IN EMPLOYMENT SINCE LEAVING SECONDARY EDUCATION

Dates (MM/YYYY) FromTo		Reason

7. SUPPORTING STATEMENT

In support of your application, please provide a statement of the personal qualities and experience that you believe are relevant to your suitability for the post advertised and how you meet the person specification. Please only include information here that has not been provided in your covering letter. You should not repeat information here that is already contained with your letter.
Please continue on a separate sheet if necessary.



8. EXISTING CONTACTS WITH THE SCHOOL

Are you related to, or do you maintain a close relationship with an existing employee, volunteer, Trustee, Associate Governor of any PPS School?

YES ☐ NO ☐

If so, please provide details below:

Are you a current or prospective parent of any PPS School? YES ☐ NO ☐

If so, please provide details below:

9. EMPLOYMENT REFEREES

Please provide full details of at least two referees. One referee should be your current or most recent employer. References from educational establishments should be completed by the schools Head/Principal. References will not be accepted from relatives or from referees writing solely in the capacity of friends. If you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children.

We intend to take up references on all shortlisted candidates before interview. If you would prefer us **not to** contact your referees prior to the interview, please tick the box below.

REFeree 1	Name:
	Address:
	Name of organisation:
	Position:
	In what capacity does the person know you?:
	Telephone:
	Email:
	Are you happy for us to contact this referee? YES ☐ NO ☐

REFeree 2	Name:
	Address:
	Name of organisation:
	Position:
	In what capacity does the person know you?:
	Telephone:
	Email:
	Are you happy for us to contact this referee? YES ☐ NO ☐

10. DATA PROTECTION

In line with the General Data Protection Regulation of May 2018, information provided on this form will only be used for recruitment purposes and, if you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

The personal information that you provide will be stored safely and securely. Data retention times are stipulated in our Recruitment Privacy Notice. By signing the application form you consent to the processing of your personal data.

11. BACKGROUND CHECKS - SAFEGUARDING CHILDREN & REHABILITATION OF OFFENDERS ACT 1974

Prior Park Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff, trustees and volunteers to share this commitment. We routinely carry out Criminal Background checks with the Disclosure and Barring Service for all positions which amount to regulated activity.

The role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and the School 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 prior to interview. In this form you will be required to provide details of all spent and unspent convictions and cautions. Any disclosure will be discussed at interview. **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 School. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. For further information on which offences should be disclosed please visit <https://unlock.org.uk/> and/or view the flowchart on our vacancies webpage. The School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's Safer Recruitment Policy and Procedure (including Recruitment of ex-Offenders).

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 apply for an enhanced DBS certificate. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or [code of practice published by the DBS](#).

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School 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 Section of this Form therefore asks you to confirm whether you are barred from working with children.**

12. 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 and that you make the relevant declarations, as stipulated below. You should be aware that the School will institute its own checks on successful applicants, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

- 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' ☐
- I confirm that I am not prohibited from being involved in the management of an independent school (if applying for a management role or a role which involves line management of others) ☐
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision (children under the age of 5) or later years provision (children under the age of eight) (if applying for a role at The Paragon School or a role involving the management of the early years setting) ☐
- I declare that the information I have given in this Application Form is accurate and true to the best of my knowledge, and that I have not omitted any material facts which may have a bearing on my application ☐ I understand that any subsequent contract of employment will be made on this basis. ☐
- I understand that providing false or misleading information will result in my application being rejected or, if the false information comes to light after my appointment, my summary dismissal. I understand that providing false information may amount to a criminal offence and may result in a referral to the police ☐
- I confirm that I have read the [Prior Park Schools Safeguarding and Safer Recruitment Policies](#).

Signature:

Date:

Printed Name:

Please note: Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 12.

It is our 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. As part of our commitment to equal opportunities, we ask that all applicants complete an [Equality and Diversity Monitoring Form](#). Your information is anonymous and is not shared with the shortlisting panel.