

<b>Application for Position of:</b>	<b>Name of Applicant:</b>
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ST CATHERINE'S PREPARATORY SCHOOL  
BRAMLEY, GUILDFORD, SURREY, GU5 0DF

Patron: Her Royal Highness, The Duchess of Cornwall



Headmistress: Miss N Bartholomew, MA London, BEd Cantab

School Office and Registrar

Tel: 01483 899665

Fax: 01483 899669

E-mail: [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info)

## Staff Application Form

Thank you for your interest in a position at St. Catherine's, Bramley. We look forward to receiving your application. Please read all the notes below very carefully before completing the application form.

All applicants for a position of any kind at St. Catherine's must complete this application form. (See Staff Recruitment Policy – [www.stcatherines.info](http://www.stcatherines.info) under Staff Vacancies). Applicants should also submit a letter of application indicating their particular interest in the post advertised and explaining their suitability for that position. Applicants *may* also choose to submit a supporting curriculum vitae, but no application will be considered without the submission of the information requested on this form.

The form has been designed for electronic completion with boxes which expand. For those wishing to complete it by hand, this is acceptable but please use supplementary sheets where boxes are too small. **N.B. While forms may be submitted by email for speed, a printed, signed copy must be posted at the same time.**

Please complete and return this form to the address above.

### Personal Details

First Name(s):	Surname (block letters)
Former Surnames, e.g. maiden name or any other previous changes of name, with dates	
Title:	Marital Status:
Date of Birth (optional):	National Insurance No:
<b>For teachers only</b> DfES No.	<b>For teachers only-- Please delete as applicable</b> PGCE & QTS: Yes/No ITT & QTS: Yes/No
Do you hold a valid, clean driving licence?	
Nationality:	Current DBS Check – Yes/No Date and Level of Check -
If you are a non EEA national, please give details of current work visa/permit	

Telephone Numbers: At work (landline): At home (landline): Mobile:	Preferred Email address for correspondence:
Full Home Postal Address, including Post Code (and any other postal addresses where you have lived in the last five years)  Current Postal Address:  Other addresses:	
Please list here any family or close relationship to existing employees or employers (including Governors) or pupils of St. Catherine's School:	
Please tell us where you saw this post advertised:	

<b>Full Education and Career History</b> – Please give the dates and places of your education and employment from Primary School to the present day in chronological order. Please account for any gaps in your education/employment history alongside the year dates.			
<b>Dates: From - To</b>	<b>School/College/University/ Employment Position</b>	<b>Title of Post where applicable (Put 'student' where relevant) and Reason for Leaving</b>	<b>Details of any Qualifications including Grade/Class where applicable</b>
Empty space for dates	Empty space for school/college/university/employment position	Empty space for title of post	Empty space for details of qualifications

**Please list any other relevant additional training courses undertaken during Working Life including pursuit of other interests not necessarily work related:**

Date of Course	Title of Course	Qualification if applicable.
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**For Teachers – Any extra-curricular activities you have run/been involved with during your career:**

**Hobbies or interests outside School:**

**References**

Please provide the details of 3 referees (full-time positions)/2 referees (part-time positions). One should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or from referees writing solely in the capacity of friends

Please note that references will be taken up before interview. Your current employer will be asked about disciplinary offences relating to children, including any where the penalty is time expired. He/She will also be asked if you have been subject to any child protection concerns.

Please provide the full name and title, postal and e-mail address and a landline telephone number for each referee in the boxes below. Please also state your connection with the person named, e.g. 'My former Head Teacher'. It is recommended that you have the recent permission of the referees listed and you are advised to notify them that St Catherine's may approach them for a reference in connection with this post.

Most recent employer	Referee No. 2	Referee No. 3 Needed for full-time positions only
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St. Catherine's School aims to be a fair employer and is committed to equal opportunities. We do not discriminate against employees on the basis of gender, ethnic origin or disability. Please give details of any known medical condition which may be relevant or which may prevent you from giving effective, continuous service. If none, write 'none': \_\_\_\_\_

If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustment which may be necessary in order that you can carry out the duties of the post. Please also indicate any help we can give to enable you to attend or participate in any interview:

### **Data Protection Act 1998**

St. Catherine's School will use the information given on this form for the purposes of recruitment and selection. If you become an employee of the School, the information will remain confidential. It will be used for the purpose of personnel administration, including pay and pensions, and by designated staff only. If you do not become an employee, the information will be destroyed.

### **Applicant's Declaration**

I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to dismissal. If appointed, I give my consent under the Data Protection Act 1998 for St. Catherine's School to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

As this is a School, I am aware that if I am selected for this position I shall be required to give the School consent to institute an Enhanced Disclosure and Barred List check with the Disclosure and Barring Service.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on the Children's Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. The General Teaching Council), and either (please delete as appropriate):

I have no cautions, convictions or bind-overs

OR

I have attached details of any cautions, convictions or bind-overs in a sealed envelope marked 'confidential'.

Signed \_\_\_\_\_ Date \_\_\_\_\_

To comply with statutory obligations under a number of Employment, Safeguarding and Immigration Acts, please note that all applicants invited to interview will be asked to bring with them the following original documents:

- documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc – see the relevant sections of the Application Form). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

**Please note that *originals* of the following are necessary. Photocopies, certified copies, or documents that have been downloaded from the internet are not sufficient.**

- a current driving licence if you hold one (including a photograph)
- a passport
- a full birth certificate and, where appropriate, any documentation providing evidence of a change of name, e.g. marriage certificate or other change of name documents
- a utility bill or financial statement showing the candidate's current name and address and dated within the last 3 months
- evidence of an existing work permit for the UK (for any member of staff who is not a national of a European Economic Area (EEA) country)
- evidence of checks provided by another country for an applicant who has worked abroad in the last 5 years (if applicable)