



Confidential Application Form

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and the production of documentary evidence showing your entitlement to work in the UK. So that we compare candidates fairly, this form is the main document we consider when screening applications. You may use separate paper if required.

Please complete the details below and return the form either by email or post by the closing date

Position applied for

Catering Assistant

Personal Details

Title:	Surname:	Forenames:	Previous Name(s):
Address:			
Postcode:			
Previous Address: (if it has been less than five years since you moved to your current address)			
Postcode:			
Telephone Numbers Home: Mobile: Other/s	E-mail Address:		
	Nationality:		
	Are you within 6 months of your 65 th birthday?		
NI Number:	Do you require a work permit to work in the UK?		
Do you hold a current UK driving licence?		Do you own a car?	
Details of endorsements, if any			
<i>Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure Barring Service / Scottish Criminal Records Office</i>			

Education and Qualifications

Please give details of your Secondary and Further Education

College/Institution Full name & address	Qualifications, grades, date awards made and awarding body	Dates (mm/yyyy)	
		From	To

Please give details of any Higher Education or equivalent courses

College/Institution Full name & address	Qualifications, grades, date awards made and awarding body	Dates (mm/yyyy)	
		From	To

Please give details of any other professional or vocational qualifications you hold that are relevant to your application

Name of awarding body	Qualifications obtained and grade/level	Date obtained

Employment History

Please supply a **full history** (with start and end dates) of **all employment, self-employment and any periods of unemployment** since leaving secondary education. Please give your employment history **in reverse date order** and include details of any voluntary work.

Current Employment

Job title:	Employer:
Current Salary:	Address:
Current Scale (if applicable):	
Employed from:	Employed to:
Reason for wanting to leave:	
Please give a brief description of current duties, responsibilities and achievements	

Previous Employment - Please complete in full and continue on a separate sheet if necessary.
Please put in reverse chronological order, ie most recent job first

From – To (mm/yyyy) <small>Exact dates please</small>	Name and address of Employer	Job title and brief description of duties	Salary per annum	Reason for leaving

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Other employment with which you would continue if appointed

Health and Disability Details

Are you fit to work/teach?	
Do you have any long-term physical or mental impairment that affects your ability to carry out day-to-day duties?	
<i>If applicable please provide details, including any special arrangements for work associated with any impairment:</i>	
Do you have a disability for which reasonable adjustments may be required to enable you to attend an interview? (<i>'Disability' defined as a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day-to-day activities</i>)	
<i>If Yes, please give details of your disability and the adjustments we would be required to make</i>	

Leisure and Interests

Please note here your leisure interests, sports and hobbies

Referees

- Please provide two referees and note that we will contact these referees if you are short listed for this post and may seek reference before interview
- **One referee must be your current or most recent employer**
- If you are currently working with children, on an either paid or unpaid basis, your current employer will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to
- 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
- Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends
- We reserve the right to take up references with any previous employer
- If you are or have recently been a student, one of your referees should be your Tutor or Head of Department

Referee 1 – **Current or most recent employer**

Name:	Position:
In what capacity do you know the referee?	
Name of organisation:	
Address:	
Telephone:	Email:

Referee 2

Name:	Position:
In what capacity do you know the referee?	
Name of organisation:	
Address:	
Telephone:	Email:

Personal Statement

Please state your reasons for applying for and interest in this specific position

Using the person specification that you have been sent with your application pack please demonstrate, using examples, your suitability for the position you are applying

Please state the three words that describe you best

In one short sentence explain why you are the best candidate for this position

Rehabilitation of Offenders Act

*This post involves contact with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments and is subject to sanctions imposed by a regulatory body eg The General Teaching Council. All convictions, police cautions or 'bind-overs', including any that would otherwise be considered 'spent' under the Act **must be disclosed**, and will be taken into account in deciding whether to make an appointment.*

In the event of a successful application, all offers of employment are conditional upon receipt of a satisfactory Enhanced Disclosure being obtained and will be sought from the Disclosure & Barring Service (DBS) in relation to criminal and child protection matters. Please sign below if you agree that the appropriate enquiry might be made. In the case of overseas applicants we would still obtain Police clearance from their country of origin.

<i>Have you been disqualified from working with children, named on the DfE List 99 or the Protection of Children Act List, or subject to any sanctions imposed by a regulatory body (eg the GTC)?</i>	Yes	No
<i>Is there any relevant court action pending against you?</i>	Yes	No
<i>Have you ever been convicted and/or cautioned/"bound-over" in respect of any offence?</i>	Yes	No
<i>If you have indicated "Yes" for any of the above please provide full details on a separate sheet and enclose this in a separate, sealed envelope marked 'Private and Confidential' for the Attention of the Headmaster along with your application</i>		
All Candidates Please Note		
<i>If you are eligible to work in the UK please provide evidence of the document or documents from either List A or List B which are enclosed with this application form. Photocopies will suffice at this stage, but please note that all candidates who are invited to attend an interview will be required to bring original documents with them.</i>		

Declaration *please read carefully*

For the purposes of the Data Protection Act 1998, I consent to the information received by Brabyns Preparatory School relating to the subject matter on this form being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the DBS, the Secretary of State or a regulatory body. I understand that to knowingly give false information or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:

Date:

Print name:

Please return this form to: Mrs Ing, Business Manager, Brabyns Preparatory School, 34/36 Arkwright Road, Marple, Stockport, Cheshire, SK6 7DB or email to admin@brabynsprepschool.co.uk