



**APPLICATION FOR TEACHING / EARLY YEARS PRACTITIONER POSTS**

<b>Position applied for:</b>	
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**PERSONAL INFORMATION**

<b>Title (Mr/Mrs/Miss/Ms/Other)</b>	<b>Surname:</b>
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<b>Forename(s):</b>
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<b>Preferred Name:</b>
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<b>Former Surname(s):</b> <i>(e.g. maiden name or any previous change of name(s))</i>
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<b>National Insurance No:</b>  UK/EC passport holder? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Do you require a work permit to work in the UK?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details</i>
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<b>Do you hold a full UK driving licence?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>If yes do you have any current endorsements?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details</i>
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<b>Current address (including full postcode)</b>     <b>Post Code:</b>  <b>Date moved to this address: (mm/yyyy)</b>	<b>Contact details</b>  <b>Daytime:</b>  <b>Evening:</b>  <b>Mobile:</b>  <b>Email :</b>
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<b>Previous addresses (if resident at current address less than five years please provide any previous addresses, including dates, during this period. Please continue on a separate sheet if necessary)</b>	
<b>Post Code:</b>  <b>Date moved to this address: (mm/yyyy)</b>	<b>Post Code:</b>  <b>Date moved to this address: (mm/yyyy)</b>



**EDUCATION and QUALIFICATIONS**

*Please list in chronological order all secondary schools, further education and higher education and higher education institutions attended, together with examinations taken and grades/degrees obtained.*

Years Attended		School / University	Examinations	Grade / Degree
From (mm/yyyy)	To (mm/yyyy)			

Please provide your DfES reference number:

Do you have Qualified Teacher Status? Yes  No       Are you registered with the GTC? Yes  No

Have you made a previous application to Arbor Prep School or Cherry Trees Montessori Nursery? Yes  No   
 If yes when was this? (mm/yyyy)

Please indicate whether you know any existing governors or employees of Arbor Prep School or Cherry Trees Montessori Nursery and, if so, how you know them.



**EMPLOYMENT HISTORY**

**CURRENT / MOST RECENT EMPLOYMENT**

Employer's name:	Job title:
Date started:	Date employment ended (if applicable) <i>mm/yyyy</i>
Address:	Brief description of responsibilities:
Do you / did you receive any employment benefits in addition to salary? <i>If so, please provide details</i>	Reasons for seeking other employment:
Please state when you would be available to take up employment if offered: <i>dd/mm/yyyy</i>	Current salary / salary on leaving:

**PREVIOUS EMPLOYMENT AND/OR ACTIVITIES SINCE LEAVING EDUCATION**

*If your current / most recent role does / did not involve work with children, please indicate below any previous roles which did. Please also include periods not in employment. Please continue on a separate sheet if necessary*

Name & Address of Employer	Dates		Position / Duties	Reason for Leaving
	From <i>mm/yyyy</i>	To <i>mm/yyyy</i>		
Post Code:				
Post Code:				
Post Code:				

*Previous employers may be approached for information to verify particular experience of qualifications before interview. If your current and / or previous posts have involved working with children on either a paid or voluntary basis, questions will be asked about disciplinary offences related to children, including any which the penalty is 'time expired' (that is where a*



warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been subject to any child protection concerns and if so the outcome of any enquiry or disciplinary procedure.

#### 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 similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

#### HEALTH

The School & Nursery is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions are to ensure that we comply with its obligations under the Disability Discrimination Act 1995 ("the Act"). For the purposes of the Act a disability is classed 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:

Are there any special arrangements you might require to attend an interview? Yes  No   
If yes, please give details:

If offered the position applied for, (on the basis of the Job Description provided) are there any arrangements or adjustments that the School & Nursery would need to make to enable you to carry out the role? Yes  No   
If yes, please give further details:

In accordance with the guidance published by the DfES any offer of employment made by us will be conditional upon us verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School's medical adviser before



***any offer of employment is confirmed. There may be circumstances when it will be necessary for our medical adviser to be given access to your medical records and / or for you to be referred to a specialist clinician.***



**CRIMINAL RECORDS**

*An offer of employment is conditional upon the School & Nursery receiving a satisfactory Disclosure from the CRB and a clear check of the Independent Safeguarding Authority's barred list. If you are successful in your application you will be required to complete a Criminal Records Bureau disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from us on request).*

*The School & Nursery is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly on an individual basis.*

Have you ever been convicted by the courts of any criminal offence? Yes  No

Is there any relevant court action pending against you? Yes  No

Have you ever received a caution, reprimand or final warning from the police? Yes  No

*If yes to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential - Disclosure" with your Application Form.*

**HOBBIES AND INTERESTS**

*Please give details of any interests, hobbies or skills that you have which you could bring to the School & Nursery for the purpose of enriching pupils' extra-curricular activities.*

**REFEREES**

*Please provide contact details for three referees. One referee 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. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.*

First Referee	
Name:	Position / Capacity known:
Address:	Telephone no:
	Email address:
	May we contact before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
Post Code:	



**REFEREES**

<b>Second Referee</b>	
<b>Name:</b>	<b>Position / Capacity known:</b>
<b>Address:</b>	<b>Telephone no:</b>
	<b>Email address:</b>
	<b>May we contact before interview? Yes <input type="checkbox"/> No <input type="checkbox"/></b>
<b>Post Code:</b>	
<b>Third Referee</b>	
<b>Name:</b>	<b>Position / Capacity known:</b>
<b>Address:</b>	<b>Telephone no:</b>
	<b>Email address:</b>
	<b>May we contact before interview? Yes <input type="checkbox"/> No <input type="checkbox"/></b>
<b>Post Code:</b>	

*Unless you have otherwise stated, references will be taken up if you have been selected for interview.*

<b>Please tell us of any dates when you will not be able to attend an interview:</b>
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**DECLARATION (please read carefully)**

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 DfES List 99 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

I have no convictions, cautions or bind-overs: Yes  No

*If yes, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.*

NAME:

SIGNATURE:

DATE:

**On completion, please return this application form to:**

**HR Director - Arbor Preparatory School & Cherry Trees Montessori Nursery  
Flempton Road, Risby, Bury St Edmunds, Suffolk IP28 6QJ  
Tel: 01284 760 531**