



Est. 1859

# THE ORATORY PREP SCHOOL

Cor Ad Cor Loquitur

## APPLICATION FORM

<b>Role:</b>	
<b>Closing Date</b>	

**Candidates Name:**

Candidates are asked to fully complete this form even if they attach a Curriculum Vitae

Completed applications should be sent to:

[humanresources@oratoryprep.co.uk](mailto:humanresources@oratoryprep.co.uk)

## Section 1 – Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Former name (s):		Preferred name:
Address:		Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:
Telephone number(s):  Home:  Work:  Mobile:  Email address:		<div></div> <div></div> <div></div>
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of The Oratory Preparatory School or Bellevue Education? If so, please provide details.		

## Section 2 – Education

Please start with the most recent

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body

## Section 3 – 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 4 – Employment

Current/most recent employer:		Current/most recent employer's address:	
Current/most recent job title:		Date started:	
Brief description of responsibilities:		Date employment ended (if applicable):	
Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these.		
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			

#### Section 5 – Previous employment and/or activities 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

## Section 6 – Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity

## Section 7 – 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 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.

## Section 8 – Health

Are there any special arrangements you might require to attend an interview?    Yes ☐    No ☐

If yes, please give details here

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If offered the position applied for, (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?    Yes ☐    No ☐

If yes, please give details here

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In accordance with the guidance published by the Department for Education any offer of employment made by the School will be conditional upon the School 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 the School's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

## Section 9 – Criminal records

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the School on request).

The School 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 unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, the Governors will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

Have you 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” with your Application Form.

## Section 10 – 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 which for teaching positions should be the Headteacher. 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 School intends to take up references from all shortlisted candidates before interview.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone number:	Telephone number:
Email Address:	Email Address:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 11 – Recruitment

It is the School'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 status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School 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 School's Recruitment Policy is enclosed with this Application Form. Please take the time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file, and in accordance with the Employee Privacy Notice.

As stated in the Job Applicant Privacy Notice, if your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after a period of 6 months. However, please indicate below if you would like the School to retain your details on file for one year, so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes ☐ No ☐

## Section 12 – Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I have read the Job Applicant Privacy Notice and consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature ..... Date .....