



Appointment of Head

For April or September 2018

Application Form

Applicants must complete all sections and return this application form along with a completed Self-Disclosure Form by email to cwhetham@snaresbrookprep.org before the end of 31 October 2017.

Applicants may incorporate further details within their covering letter (maximum two sides of A4) including what has motivated you to apply for this role at Snaresbrook Prep School.

Section 01 - Personal Details

Title:		Surname:	
QTS Status?	Yes / No	Forename(s):	
Any previous names used including dates:		Current address including postcode:	
Home Phone:		Address history for last 5 years including dates (mm/yy):	
Mobile:			
Email:			
NI number:			
DfE number:			

Please note: All applicants invited for interview will be asked to bring with them their passport or evidence of a National Insurance Number.

Section 02 - Education

Primary / Preparatory School and dates:			
Secondary School and dates:			
Please list below all 'O' / GCSE and 'A' Level results including Board, subject, grade and date (type to expand):			
'O' Level / GCSE:			
Subject:	Date (yy):	Board:	Grade:
'A' Level:			
Subject:	Date (yy):	Board:	Grade:
University / College attended including dates (mm/yy to mm/yy):			
Degree (subject with class):			

Please note: To comply with our statutory obligations all applicants invited for interview will be asked to bring with them their ORIGINAL certificates to confirm the data given above.

Section 03 - Teaching Qualifications

Teaching Qualification:	
University / College attended including dates (mm/yy to mm/yy):	
Further qualifications / degrees / professional training including dates (mm/yy):	
Areas of teaching interest:	

Please note: To comply with our statutory obligations all applicants invited for interview will be asked to bring with them their ORIGINAL certificates to confirm the data given above.

Section 04 - Recent Training Courses

Please list any recent training courses including dates (mm/yy) - type to expand:	
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Section 05 - Present Post

Name and address of present school/employer:	
Job title and Major Responsibility:	
Date of appointment:	
Present salary (please detail any additional benefits and allowances separately):	
Subjects taught:	
Extra-curricular activities and games:	
Other relevant experience:	

Section 06 - Previous Posts

Please list in the box below the details of previous employment since leaving full-time education until taking up your present post. Give names of all schools and other employers, including temporary work, together with dates in chronological order, positions held, subjects taught and reasons for leaving. Gaps in employment should be explained in your covering letter.

The box will expand as you type.

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Section 07 - Positions of Responsibility

Please detail below the various positions of responsibility you have held throughout your work history as well as any additional clubs / extra curricular activities that you have led/taught. The box will expand as you type.

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Section 08 - Equal Opportunities

Snaresbrook Preparatory School Ltd aims to be a fair employer and is committed to equal opportunities and equality legislation.

Section 09 - Hobbies and Interests

Please list below your hobbies and Interests. The box will expand as you type.

Section 10 - Referees

Please provide two references. 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. References will be only taken up for applicants who accept an interview. Your existing employer, where currently working with children, will be asked if we can visit your place of work to observe you and to speak to your colleagues.

Title:	Referee 1:	Referee 2:
Name:		
Email:		
Phone:		
Address:		
Capacity known to you:		

Section 11 - Statement

Please indicate in the box below if you know any existing employees or Directors of the school and if so, how you know them. Please also indicate here the personal qualities and experience which you consider are relevant to your suitability for this post and how you meet the person specification. The box will expand as you type.

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Data Protection Act 1998

Snaresbrook Preparatory School Ltd will use the information given 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 after 1 year.

Declaration

Please read this declaration carefully, deleting as appropriate and then signing below (digital signature is acceptable):

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 / Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the GTC).

I have no cautions, convictions or bind-overs	or	I will bring to interview details of any cautions, convictions or bind-overs in a sealed envelope marked "Confidential".
Signed:		Date: