



THE GREGG PREPARATORY SCHOOL

The Gregg Schools Trust



Application for employment

Please complete clearly, continuing on separate sheets where necessary.

Post applied for:	Closing date:
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1. PERSONAL DETAILS

First name(s)	Last name:
Address:	Contact telephone number:
Postcode:	Email address:

2. EMPLOYMENT HISTORY (Present or most recent employment first)

Name of employer:
Job title:
Dates from/to:
Period of notice/date available to start:
Key responsibilities:
Reason for seeking new position/leaving:
(If you have more than one employment please provide the same information for each job, continuing on extra sheets if necessary)

3. PREVIOUS EMPLOYMENT

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title and brief outline of duties	Name and address of employer	Dates from and to	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

4. **EDUCATION, TRAINING AND DEVELOPMENT**

Secondary school/college/university/apprenticeship including current studies, with the most recent first.

Name of institution	Full/ part- time	Courses/subjects taken	Dates (from-to)	Qualifications/grade

We reserve the right to contact employers or educational establishments to verify details given. All candidates for interview will be required to provide original certificates for verification purposes.

Details of any relevant learning and development. Please include dates. (e.g. short courses, first aid, computer skills, work-based NVQ etc. and any current courses).

Professional/Technical membership

Name of professional/technical body	Grade of membership

For teaching posts only:

Do you have Qualified Teacher Status? Yes/No If Yes, please give DfES Number:

Have you successfully completed your NQT induction year? Yes/No

5. REFERENCES

Please provide at least two referees. One referee should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. 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 acceptable from relatives or from referees writing solely in the capacity of friends.**

References may be taken up before an interview or offer of employment, unless you request otherwise.

Name:	Name:
Address:	Address:
Tel No:	Tel. No:
Email:	Email:
Occupation:	Occupation:
How long have they known you?	How long have they known you?
I agree to this reference being taken up before an interview or offer of employment being made Yes/No (Please delete as applicable)	I agree to this reference being taken up before an interview or offer of employment being made Yes/No (Please delete as applicable)

Do you have any family or close relationship to any existing employees or employers, including Governors or Trustees of The Gregg Schools Trust? Yes/No If yes, please give details:-

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All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Have you ever been convicted of a criminal offence which is not 'protected' YES/NO

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

It will be necessary for all successful candidates to have a Disclosure and Barring Service check. Do you have a current CRB or DBS report? Yes/No Date of issue

GENERAL DATA PROTECTION REGULATIONS 2018 Information from this application may be processed for any purposes registered by The Trust. Under Data Protection legislation, individuals have the right of access to personal data held about them by The Trust. This information will be disclosed only to the persons authorised to see it, will be used for the selection process and, for successful candidates, will be retained on their personnel file, used for payroll and administrative purposes, and may be disclosed to Government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after 6 months.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. It is also committed to opposing all forms of discrimination and ensuring that it provides equal opportunities in employment.

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signature Date

Please return this form to: office@thegreggprep.org

6. **THE GREGG PREPARATORY SCHOOL, 17-19 WINN ROAD, SOUTHAMPTON, SO17 1EJ**
SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence.

Please continue on a separate sheet if necessary