

Employment Application Form

Bute House Preparatory School is an equal opportunities employer.

Short-listing will be based on the extent to which your experience, qualifications and skills match the selection criteria listed in the person specification.

Please complete fully. If returning by email please send to recruitment@butehouse.co.uk

Alternatively, the completed application form should be sent with a letter in support of the application to: HR, Bute House Preparatory School, Luxemburg Gardens, Hammersmith, London W6 7EA.

Post Applied For:

Could you please help us with our recruitment process by telling us where you saw this advertisement?

PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname      | First Name(s)      |
| Previous Surname(s)      | Title      |
| Home Telephone Number      | Work Telephone Number      |
| Mobile Number      | E-mail address      |
| Teacher Reference Number (Teaching Staff only)      | National Insurance Number      |
| Address:      |

QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School, College, University | Date from | Date to | Examinations Passed | Grades |
|       |       |       |       |       |
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JOB RELATED TRAINING

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| --- | --- | --- | --- |
| Course Title | Organising Body | Date from | Date to |
|       |       |       |       |
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PRESENT OR LAST EMPLOYMENT

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| Employer      | Job Title      |
| Address      |
| Contracted hours      | Date Appointed      |
| Notice Required / Date Available      | Date Left (if applicable)      |
| Employers Telephone Number      | Present Basic Salary      |
| Other Payments / Benefits      |
| Main duties and responsibilities      |
| Reason for seeking other employment      |

PREVIOUS EMPLOYMENT (most recent employment first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title | Name and Address of Employer | Date From | Date To | Salary | Reason for Leaving |
|       |       |       |       |       |       |
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FURTHER INFORMATION

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| Have you previously applied to Bute House Preparatory School?  If yes, please give details:      |
| Have you previously worked for Bute House Preparatory School? If yes, please give details:      |

WORK ACHIEVEMENTS

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| --- |
| Please give a brief account of your most important work achievements      |

REASONS FOR YOUR APPLICATION

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| Please provide a statement of personal qualities and experience that you believe is relevant to this post (you may continue on additional pages). Please do not just attach your CV statement.      |

REFEREES

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contact Name | Employer | Address and Telephone Number |
| Current Employer |       |       |        |
| FormerEmployer |       |       |       |
| OtherReferee |       |       |       |

**DECLARATION**

It is unlawful for the school to appoint anyone to work with children if they are barred from doing so, and that it is a criminal offence for a person to apply to work with children if they are barred from doing so. We cannot appoint anyone to carry out a teaching or management role if they are subject to a prohibition order which prevents them from doing so. Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, each case will be looked at for its own merits.

I understand that if I am short listed:

* References will be taken up prior to interview
* As part of our safer recruitment policy and following the guidance of Keeping Children Safe in Education we now do online checks on all shortlisted candidates and will ask those candidates to provide details of any online profiles they have including account names and social media handles
* Previous employers will be asked about any disciplinary offences involving children
* This post is exempt from the Rehabilitation of Offenders Act 1974
* The school will require verification of identity (passport, driving licence with photo, birth certificate) plus two utility bills with your name and current address on before confirming any appointment

I understand that if I am offered the post:

* A Disclosure and Barring Service certificate and children’s barred check will be required
* I will be asked for any original (or certified) copies of academic qualifications where applicable and these will be checked
* I will be asked to produce evidence of entitlement to work in the UK and this will be verified with the relevant authority.

By typing my full name below I confirm that the information I have provided is correct and complete to the best of my knowledge and that I have not omitted any relevant details. I understand that any false or misleading statements may be sufficient for cancelling any agreements made, or would give cause for dismissal should I be employed. I understand that the information given about me will be held manually and on the computer and that this information may be used for administrative purposes including analysis for management and statutory returns. I am aware that the appointment will be subject to satisfactory references and medical clearance and that canvassing will disqualify my application.

I am not on Barred Check List, disqualified from working with children or subject to sanctions imposed by a regulatory body.

|  |  |
| --- | --- |
| Signed      | Date      |