Kew College Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and Enhanced DBS clearance. The school may also carry out online searches on shortlisted candidates.

The School is an equal opportunities employer and all appointments are based on merit.

If invited to interview, please bring your passport and 2 proofs of address as well as evidence of your qualifications (copies are not sufficient).

Please send your completed application to Margaret Panayi at recruitment@kewcollegeprep.com.

|  |  |
| --- | --- |
| **POSITION APPLIED FOR:**  Where did you hear about the role? | |
| Mr/Mrs/Ms/Miss/Other | Forenames  Surname |
| Any other surnames used at any time | Do you have QTS status? |
| NI Number | DfE Reference No |
| Address | Daytime Telephone Number  Mobile Telephone Number  Personal Email Address |
| Do you have the **permanent** right to work in the UK? YES/NO  Please give details. | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EDUCATION AND TRAINING**  Please give details of any relevant qualifications, including awarding body and the date.  **Secondary Education** | | | | | | | | |
| Name and Address of School or College | | | | From MM/YYYY | | TO MM/YYYY | | |
| Qualifications | | | | Subject and Grade | | Date obtained MM/YYYY | | |
| **Further/Higher Education** | | | | | | | | |
| Name and Address of University or College | | | | From MM/YYYY | | To MM/YYYY | | |
| Qualifications | | | | Subject and Grade | | Date obtained MM/YYYY | | |
| **Professional and Vocational Qualifications** | | | | | | | | |
| Name and Address of University or College | | | Provider and Address | | From MM/YYYY | | To MM/YYYY | |
| **EMPLOYMENT HISTORY**  Please give details of all positions held since leaving full-time education. Please include any voluntary work or casual work. Any gaps must be explained in the next section.  Start with your most recent position and work backward. If you need to, please continue on a separate sheet. | | | | | | | | |
| CURRENT EMPLOYMENT | | | | | | | | |
| From M/YYYY | To  MM/YYYY | Name and address of Employer | | | Position and responsibilities | | | Salary, reason for leaving and notice period |
| PREVIOUS EMPLOYMENT 1 | | | | | | | | |
| From MM/YYYY | To  MM/YYYY | Name and address of Employer | | | Position and responsibilities | | | Salary and reason for leaving |
| PREVIOUS EMPLOYMENT 2 | | | | | | | | |
| From MM/YYYY | To  MM/YYYY | Name and address of Employer | | | Position and responsibilities | | | Salary and  reason for leaving |
| PREVIOUS EMPLOYMENT 3 | | | | | | | | |
| From MM/YYYY | To  MM/YYYY | Name and address of Employer | | | Position and responsibilities | | | Salary and  reason for leaving |
| GAPS IN EMPLOYMENT – Please list all gaps | | | | | | | | |
| From  MM/YYYY | To  MM/YYYY | Explanation | | | | | | |
| LIVING AND/OR WORKING OVERSEAS  Have you in the last 5 years lived and/or worked overseas for a total of 3 months or more? YES/NO | | | | | | | | |
| If the answer is YES, you must be able to provide a Clear Police Check or Certificate of Good Conduct from each country. Please give details below. | | | | | | | | |
|  | | | | | | | | |

|  |  |
| --- | --- |
| **Referees** (These cannot be family members) | |
| Please give the names of two people who can provide professional references. One of these references must be your current or most recent employer and should be the Head or the Chair of Governors if this is a school. Please do not give two referees from the same employer. | |
| Full Name | Full Name |
| Job Title | Job Title |
| Company Name and Address | Company Name and Address |
| Email address | Email address |
| Telephone number | Telephone number |
| Can we contact them before interview? Y/N | Can we contact them before interview? Y/N |

|  |
| --- |
| **Personal Statement**  Please use the space below to detail the skills and experience that demonstrate your suitability for the role against the criteria detailed in the person specification. **Please continue on a separate sheet if necessary.** |
|  |

|  |
| --- |
| Please confirm if you know any existing employee/s or Governor/s at Kew College Prep and if so, please provide full details of how you know them.  Yes/No |
| If Yes, please specify full name and position at the school. |
| **DECLARATION** |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that the information you provide us with is accurate. The School will do its own checks with the DBS and, where appropriate, a Barred List check and any offer of employment will be made conditional on obtaining such satisfactory checks.  I have not been disqualified from working with children, am not prohibited from working with children and I am not subject to any sanctions imposed by a regulatory body.  Please delete as appropriate:-  I have nothing to declare I enclose a confidential statement |
| I declare that the information I have given in the Application Form is accurate and true.  I understand that providing misleading or false information will disqualify me from being appointed or, if appointed, may result in my dismissal. |
| Signed: Date: |