



## FULHAM PREP SCHOOL

### CONFIDENTIAL APPLICATION FORM

It is important that you type or write legibly using black ink when completing the form as it will be photocopied.

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK

Post applied for*
Dept (if relevant)*

Surname:	Title (Dr/Mr/Mrs/Miss/Ms)	
Forename (s):		
Home address (including postcode):		
Tel no: n/a	Mobile no:	
Work address (including postcode): n/a		
Tel no:	Email (work): Email (home) as above	
May we contact you by telephone	or email	at work? (please indicate as appropriate)
Period of notice in present post: n/a	<input type="text"/>	Are you over 16 and under 65 <input type="checkbox"/>
National Insurance no: .....	Work Permit Needed: No/Yes (delete as appropriate)	
Please give your present/last annual salary and any details of additional benefits/allowances:		
<input type="text"/>	<input type="text"/>	

## EDUCATION AND QUALIFICATIONS

University/College	Subject	From (mth/yr)	To (mth/yr)	Results (Hons/Level attained)
Technical, professional, commercial or relevant in-house training				
College/Institute	Type of training	From (mth/yr)	To (mth/yr)	Results
Membership of professional bodies/Professional registration				
Secondary School	Examinations passed	From (mth/yr)	To (mth/yr)	Grades

## EMPLOYMENT HISTORY

Please complete details of your present and previous employment as requested below.  
Please include any part time or voluntary employment. Continue on a separate sheet if necessary

<b>Present Employment</b>	
Job title:	Employer:
Current Salary	Address:
Employed from:	
Please give a brief description of current duties, responsibilities and achievements	

**Previous Employment**

Dates (mm/yyyy)		Name of Employer	Job title and main responsibilities	Reason for leaving
From	To			

**If there any gaps in your employment or education history, please explain them here****IT skills**

Training will be provided where required. Information given here will help us to plan training schemes

Microsoft Office                      Basic      Competent      High

Word

Excel

E-mail

Interactive Whiteboards

Databases

Others

## REFERENCES

Please provide the names and address of two referees one of whom should normally be your manager/supervisor at your current workplace. **(Note:** If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. Reference will not be accepted from relatives, or persons who only know you as a friend.

1. Name and contact details

2. Name and Contact details

Job title of referee:

Job title of referee:

Relationship to you:

Relationship to you:

Please note that we will contact these referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and /or child protection concerns you may have been subject to. If you have any concerns about this please contact Mrs Parrish on 020 7386 2448

### Personal statement

Please state below why you are interested in applying for the post and indicate how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed.

**For persons who are not British or EU nationals**

If you have any conditions related to your employment please give full details

**Personal Declaration**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bind-overs", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound-over" or given a caution? YES/NO

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure".

I understand that if my application is successful I will be required to obtain a CRB disclosure at the appropriate level

**Declaration – please read carefully**

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Fulham Prep(2002) Ltd relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safe - Guarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and criminal prosecution.

Signed \_\_\_\_\_ date \_\_\_\_\_

Print Name:

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview

**Please return to Mrs Carolyn Parrish, Fulham Prep School, 200 Greyhound Road, London W14 9SD or email to [cparrish@fulhamprep.co.uk](mailto:cparrish@fulhamprep.co.uk)**