

Date received For official use only

APPLICATION FORM FOR THE POSITION OF
Admissions Administrator

Title

Mr Mrs Miss Ms Dr Other
Please Specify

First name

Surname

Where did you hear about this position?

How to make an application

We require the following documents:

- This completed application form
- A covering letter explaining why you are interested in this particular position at Alleyn's
- Your CV
- The completed Equal Opportunities Monitoring Form

The cover letter should be addressed to Mr Stephen Born (Bursar).

When completed, all documents should be emailed to hadmin@alleyns.org.uk

Alternatively they can be posted to:

HR Department
Alleyn's School
Townley Road
Dulwich
London SE22 8SU

Please **DO NOT** use staples when putting your documents together (paper clips are fine).

Closing date and time

Friday 6 August 2021 at 9:00am



PERSONAL DETAILS

Full name

Including any middle names

Called name

How you like to be known if not by your full name

Former surnames

Where there has been any previous change of name

Current address

Postcode

Previous addresses

If resident at current address for less than five years, please provide previous addresses during this period

Please use a blank sheet if more space is required, ensuring you put your name and position applied for at the top.

Postcode

Postcode

Email address

Home telephone n^o

Mobile telephone n^o

Do you require a work permit to work in the UK?

Yes

No

How much notice do you have to give your current employer

What is your current salary per annum?

EDUCATION

Please list all your qualifications in date order, starting with A Levels or equivalent. Include grades attained and class or grade of your degree (if applicable).

Please use a blank sheet if more space is required, ensuring you put your name and position applied for at the top.

Qualification	Subject/Area of study	Institution where studied	Class/Grade awarded	Date awarded

EMPLOYMENT HISTORY

- Supply details of all employment, self-employment and any periods of unemployment, **starting with the earliest at the top to the most recent at the bottom.**
- Casual employment undertaken whilst as school, college or university need not be included.
- Your current or most recent post should be the final entry on the list.
- Include reason for leaving for each employment.
- Provide explanations for any periods not in employment.
- For any teaching posts, please include information regards age range of students, subject(s) taught and title of post(s).

Please use a blank sheet if more space is required, ensuring you put your name and position applied for at the top.

This information is required in accordance with official guidance from the DCSF *Safeguarding Children and Safer Recruitment in Education*.

Start date	Details of employment <small>Including self-employment and periods of unemployment</small>	Reason for leaving <small>If applicable</small>	End date

PROFESSIONAL TRAINING AND DEVELOPMENT

Give details of any training courses you have undertaken in the last three years.

Please use a blank sheet if more space is required, ensuring you put your name and position applied for at the top.

Date	Course title or description	Course provider

REFERENCES

Give contact details for two referees.

- One referee should be your 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 where you most recently worked with children.
- References will not be accepted from family members or referees writing solely in the capacity of friends.

First referee

Title

Name

Company

If applicable

Position

If applicable

Address

Postcode

Email address

Daytime tel. nº

Evening tel. nº

Second referee

Title

Name

Company

If applicable

Position

If applicable

Address

Postcode

Email address

Daytime tel. nº

Evening tel. nº

EXISTING CONTACTS WITHIN SCHOOL

Please indicate if you know any existing employees or governors at the school and if so how you know them.

PRE-EMPLOYMENT CHECKS

All offers of employment are made subject to the receipt of references satisfactory to the School, proof of qualifications (where relevant), proof of eligibility for employment and a decision based on an Enhanced Disclosure from the Disclosure and Barring Service. Depending upon the nature of the post, successful applicants will be required to provide written confirmation from their GP at the school's expense, or to self-certify that they are medically fit to fulfil the duties of the post as outlined.

THE WELFARE, PROTECTION AND SAFETY OF PUPILS

Alleyn's School is committed to safeguarding and promoting the welfare of children.

- The successful applicant will be required to undertake an enhanced disclosure from the DBS.
- A copy of the school's Child Protection Policy is included with the application form.
- As part of our selection process short-listed candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references.
- The interview process will explore candidates' suitability for working with children and their previous experience in such roles.

CHILDREN ACT, 1989

The Children Act, 1989 places a statutory obligation on schools to safeguard and promote the welfare of children attending them. Accordingly, the Governors of Alleyn's School require all new appointees to provide the following information.

Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on List 99 which names those who may not be employed in schools?

Yes

No

REHABILITATION OF OFFENDERS ACT, 1974

The post for which you are applying involves substantial opportunity of access to children. It is exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any convictions, cautions or bind-overs you may have had, (unless they would ordinarily be filtered out in line with current guidance*) regardless of how long ago and even if they would otherwise be regarded as 'spent' under the Act. You are also required to declare any outstanding case(s) against you.

You should be aware that the School will institute its own checks with the Disclosure and Barring Service and DCSF. Please submit information in confidence, enclosing details in a separate sealed envelope which will be seen only by the Headmaster. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light.

* DBS Filtering Guide available at www.gov.uk/government/publications/dbs-filtering-guidance

Tick whichever statement applies to you

If you are declaring information in a separate envelope you will need to post your application form rather than emailing

I have nothing to declare

I have enclosed information in a separate, sealed envelope

DECLARATION

Please tick the below box to confirm the following statement.

- If posting please sign and date the form in ink.
- If emailing please type your full name. You will be required to re-sign the form in ink if you are invited for interview.

I hereby certify that the statements on this form are correct and that no material information is omitted.

Signed

Date