

Surname (in block capitals)

Preferred title (please circle)

Mr / Mrs/ Miss / Ms / Dr

Please give initials of forenames

APPLICATION FORM FOR THE POSITION OF:

Part-time Academic Internship

HOW TO MAKE AN APPLICATION

WE REQUIRE THE FOLLOWING DOCUMENTS:

- This completed application form
- Your CV
- A covering letter addressed to Dr Gary Savage, explaining why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career
- Your completed Equal Opportunities Monitoring Form

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

Alternatively they can be posted to:

Dr Gary Savage
Headmaster
Alleyn's School
Townley Road
Dulwich
London SE22 8SU



The deadline for applications is midday on Wednesday 25 September 2019

3. Career - history of employment

Required in accordance with official guidance from the DfE; Safeguarding Children: Safer Recruitment and Selection in Education (*Keeping Children Safe in Education 2014*).

- Please supply, in chronological order (state the earliest first), details of all employment, self-employment and any periods of unemployment (there is no need to list casual employment undertaken whilst at school, college or university), including your current post.
- Please give in each case the reasons for leaving each employment.
- Please provide, where appropriate, explanations for any periods not in employment, self-employment, training or further/higher education.
- Please use a continuation sheet if necessary.
- For any teaching posts held, please give information about age range, subject(s) taught and the title of any posts held.

Start date	Details of employment Including self-employment and periods of unemployment	Reason for leaving	End date

4. Professional development and training

- Please give details of any relevant training you have undertaken in the past three years.

Date (m/y)	Course title or description	Course provider

5. Existing contacts within the school

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

6. Referees

Please give the contact details (name, address, telephone number & email) of two referees.

- One referee should be a current or most recent University Supervisor.
- 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 that references will not be accepted from relatives or from referees writing solely in the capacity of friends.
- Please note that referees may be contacted by telephone and will be invited to submit confidential written references, prior to interview.

First referee			
Title		Name	
Position (if applicable)			
Company (if applicable)			
Address			
Email address			
Tel No		Mobile No	

Second referee			
Title		Name	
Position (if applicable)			
Company (if applicable)			
Address			
Email address			
Tel No		Mobile No	

7. 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 (DBS).

Safe recruitment procedures operate at Alleyn's School. Disclosure and Barring Service (DBS) checks are carried out in compliance with the Independent Schools' Standards Regulation (ISSR) and include pre-appointment checks on all staff, volunteers, staff of contractors and other individuals that are not school staff or supply staff, and are completed according to the requirements set out in *Keeping Children Safe in Education* (2014).

Successful applicants will be required to provide written confirmation from their GP, at the School's expense, that they are physically and mentally fit to fulfil the duties of the post as outlined.

8. 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 Safeguarding and Child Protection Policy may be included with this application form and is also available on our website in the Policies section which can be reached by clicking [here](#).
- 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

Please 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

Please state where you saw the position advertised: