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| **APPLICATION FORM FOR THE POSITION OF** |
| Careers Administrator (Maternity Cover) |

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| **Title** | | | | | | | | | | | |
|  | Mr |  | Mrs |  | Miss |  | * Ms |  | Dr |  | Other  Please  Specify |
| **First name** | | | | | |  | **Surname** | | | | |
|  | | | | | |  | | | | |
| **Where did you hear about this position?** | | | | | | | | | | | |
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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 the COO, Guy Collins-Down.

When completed, all documents should be emailed to [**jobs@alleyns.org.uk**](mailto:jobs@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).

**How to make an application**

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| **Closing date and time** |
| **Midday on Wednesday 5 June 2023** |

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| **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 nº** |  |  | **Mobile telephone nº** | | | |  | | |
| **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?** | | | | |  | | | | |

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| **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** |
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| **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 DfE; *Safer Recruitment in Education*. | | | |
| **Start date** | **Details of employment**  **Including self-employment and periods of unemployment** | **Reason for leaving**  **If applicable** | **End date** |
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| **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** |
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| **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** | | | |  | |

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| **EXISTING CONTACTS WITHIN SCHOOL** |
| Please indicate if you know any existing employees or governors at the school and if so how you know them. |
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| **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.  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* (2022).  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. |

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| **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 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](https://www.alleyns.org.uk/senior-school/aboutalleyns/policies). * 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. |

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| **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** |  | |