



Port Regis  
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Shaftesbury  
Dorset SP7 9QA  
Tel: 01747 857800  
Email: [peopleteam@portregis.com](mailto:peopleteam@portregis.com)  
[www.portregis.com](http://www.portregis.com)

Please attach a recent photograph of yourself here or submit one separately with your application.

## APPLICATION FORM

(Please type or write in **BLACK** ink.)

Position Applying for:

Title:	Surname:  Former surname/s:	First names: (please underline name by which you like to be known)  Former forename/s:
Current address: (if living at any other addresses in the last FIVE years, please give details on a separate sheet)		
Address for correspondence (if different from above):		
Mobile telephone number: Home telephone number: Best time and number to contact you on:	E-Mail:	
National insurance number:	Where did you learn of this vacancy?	
Date of birth:	Teacher Reference Number (TRN) (if applicable):	
Details of any children of Prep, Pre-Prep or Nursery age (2-13):		
Current employment:	Present salary and any allowances:	
Position(s) held:	Hours of work:	
Reason for leaving:		
Membership of Professional Bodies or Associations (please do not disclose membership of trade unions):		
Please indicate if you know any existing employees or governors at the school, and, if so, how you know them:		

## EDUCATION AND QUALIFICATIONS

Education (from age 11)

Schools(s)	Dates (start and end including month and year)	A-Level / GCSE subjects	Grade

Higher Education (please indicate whether full or part time)

University/College	Dates (start and end including month and year)	Qualification	Courses / Subject(s)	Class

Professional Qualifications (please indicate whether full or part time)

University/College (Awarding Body)	Dates (start and end including month and year)	Qualification	Courses / Subject(s)

Other qualifications, awards, achievements, skills, languages, publications and the like (with dates as appropriate):

Hobbies and interests:

## EMPLOYMENT RECORD

Starting with your current situation, please supply a full history in chronological order (with start and end dates) of **all training/further education, employment, self-employment and volunteering since leaving secondary education**. Please provide where indicated below explanations for any gaps and in each case any reasons for leaving. Please specify the month and year of each 'from' and 'to' date. (Please continue on a separate sheet if necessary).

From: (Month/ Year)	To: (Month/ Year)	Name and address of employer or organisation for whom you have provided self-employed services/volunteered:	Position, main duties, achievements:	Reason for leaving:

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### GAPS IN EMPLOYMENT HISTORY

Please provide full details of any breaks or gaps in your employment history, to include dates and reason for the break/gap

From: (Month/ Year)	To: (Month/ Year)	Reason for break in employment

### REFERENCES

Please give details of at least THREE referees, one of which should be your present or 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 by whom you were most recently employed in work with children.
- References will normally be sought prior to interview and appointment.
- **NB: References from relatives or referees writing solely in the capacity of friends are not acceptable.**
- Please ensure that you obtain consent from your referees before providing us with their contact details.

<b>Referee 1</b> ( <i>present or most recent employer</i> ) Name: Relationship to you: Address:   Tel No(s): E-mail:	<b>Referee 2</b> Name: Relationship to you: Address:   Tel No(s): E-mail:
<b>Referee 3</b> Name: Relationship to you: Address:   Tel No(s): E-mail:	<b>Referee 4</b> Name: Relationship to you: Address:   Tel No(s): E-mail:

If you were known to any of your referees by another name, please give details:

May we approach your referees without further reference to you? YES / NO.

*If NO, please give details:*

How much notice are you required to give your present employer?

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

YES / NO

Do you need a visa to enter the UK and work here?

YES / NO

#### Data Protection

The information that you provide on this form will be used to process your application for employment/contract for services. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice contained within our Safer Recruitment Pack.

If you succeed in your application and take up employment/contract for services with the School, the information will be used in the administration of your employment/contract for services.

We may check the information provided by you on this form with third parties.

#### Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that we will institute our own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of, an applicant's application; or
- we have serious concerns about an applicant's suitability to work with children.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal/the termination of my contract for services.

Signed: ..... Date: .....

#### NOTES

The School regrets that it is not able to pay any expenses associated with applications.

#### PLEASE RETURN THIS FORM, TOGETHER WITH:

a **covering letter** setting out the personal qualities and experience that you believe are relevant to your suitability for the post and how they meet the person specification; and containing any further information to support your application, to the **Director of People** at [peopleteam@portregis.com](mailto:peopleteam@portregis.com) or at the school's address, to arrive by the closing date specified in the post details (if any).

**Thank you so much for taking the time and trouble to complete this form.**