



Port Regis
Motcombe Park
Shaftesbury
Dorset SP7 9QA
Tel: 01747 857802
Email: HR@portregis.com
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):		
Work telephone number: Mobile (if available):	Home telephone number: E-Mail:	
Best time and number to contact you on:		
May we contact you at work? YES / NO	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:	
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:

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.

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

DECLARATION

I understand that

- all appointments are subject to satisfactory references and a satisfactory medical report.
- the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) England and Wales Order 2013 and therefore that all non-protected convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- as the post for which I am applying will involve access to children, an Enhanced Disclosure will be made through the Disclosure and Barring Service (DBS) to determine whether I have any record of convictions or cautions (including spent convictions).
- the school reserves the right to check on any of the details which I have provided in my application and to secure additional information about me, if job-related. I hereby release from liability the School and its representatives for seeking such information and all other persons or organisations for furnishing such information.

I further declare that

- I have not been disqualified from working with children.
- I am not named on the Children's Barred List or the Protection of Children Act List.
- I am not subject to any sanctions imposed by a regulatory body (such as the General Teaching Council).
- I am not subject to any sanctions imposed by a Civil Court.
- I am not currently under investigation for any allegations, and there are no other relevant matters, that may affect my suitability for working in a boarding school environment with young children.

Please delete one of the statements below:

- I have no convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

OR

- I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'Confidential' and addressed to the HR Manager at Port Regis. [Alternatively, if you would prefer to send these details electronically, please contact the HR Manager at hr@portregis.com so that we can arrange for you to send these details via a secure website.]

I hereby declare that all the information I have given on this form and in any accompanying documentation is correct to the best of my knowledge and that I have declared all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, I understand that this could constitute grounds for dismissal and referral to the police or other relevant authorities.

Signed: Date:

NOTES

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

Data Protection Act - The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to the processing of data contained or referred to on it, including any information which may be sensitive personal data.

PLEASE RETURN THIS FORM, TOGETHER WITH:

- a **covering letter** containing further information to support your application (the letter should set out how your expertise and experience match the requirements of the post and what attracted you to the post); and
- a more traditional CV (resumé), if you wish,

to the **HR Manager** at hr@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.