



# PORT · REGIS

Port Regis, Motcombe Park, Shaftesbury, Dorset, SP7 9QA

01747 857800

[www.portregis.com](http://www.portregis.com)

## APPLICATION FORM

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

Position Applied for:

Title:

First names: (please underline name by which you like to be known)

Surname:

Former forename/s:

Former surname/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):

Please confirm whether you have lived outside of the UK for 3 months or more within the last 10 years? YES / NO

If yes, please give further details;

Mobile telephone number:

E-mail address:

Home telephone number:

Best time and number to contact you on:

National insurance number:

Where did you learn of this vacancy?

Date of Birth:

Do you hold a current full UK driving licence?

Teacher Reference Number (TRN) (if applicable):

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)	GCSE/A Level 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)

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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

**PROFESSIONAL DEVELOPMENT**

Please outline any relevant training you have undertaken in the last 3 years;

Date	Course Details	Organised by	Qualification Gained (if applicable)

## Any Other Information

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## Sanctions, Restrictions and Prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCT)), and body in the UK or a regulator of the teaching profession in any other country?	Yes / No
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes / No
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes / No

## 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:
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May we approach your referees without further reference to you? YES / NO. <i>If NO, please give details:</i>
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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.  
Online searches will be carried out once a candidate has been invited in for interview

Please return this form to [peopleteam@portregis.com](mailto:peopleteam@portregis.com) along 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,

**Thank you for taking the time to complete this application form.**