



Park Lodge School

# **Application for Employment**

**Confidential**



## **SAFEGUARDING AND SAFER RECRUITMENT COMMITMENT**

Park Lodge School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

The successful applicant will be subject to appropriate pre-employment checks including:

- Enhanced DBS check (with children's barred list)
- Online searches of shortlisted candidates
- Prohibition from teaching check (where applicable)
- Section 128 direction check (where applicable)
- Verification of identity, qualifications and right to work in the UK

## **EQUAL OPPORTUNITIES STATEMENT**

Park Lodge School is committed to equal opportunities and welcomes applications from all suitably qualified individuals regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



## SECTION 1 - PERSONAL DETAILS

<b>Position applied for</b>	
<b>Title</b>	
<b>Full Name</b>	
<b>Previous names (if applicable)</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone (Home)</b>	
<b>Mobile</b>	
<b>Email address</b>	
<b>National Insurance Number</b>	

### Right to work in the UK

All shortlisted candidates must provide proof of eligibility to work in the UK prior to interview.

Are you legally entitled to work in the UK?

**Yes / No**

If you require a visa or work permit, please provide details:

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**Reasonable adjustments**

Do you require any reasonable adjustments to enable you to attend interview or undertake the role?

**Yes / No**

If you require a visa or work permit, please provide details:





**SECTION 2 - TEACHING POSTS ONLY**

<b>Teacher Reference No. (TRN)</b>	
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Do you hold Qualified Teacher Status (QTS)?

**Yes / No**

Are you subject to a prohibition from teaching order, interim prohibition order, or any sanction imposed by the Teaching Regulation Agency or other regulatory body?

**Yes / No**

If yes, please provide details:

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**SECTION 3 - REGULATORY DECLARATIONS (ALL APPLICANTS)**

Are you subject to any direction under Section 128 of the Education and Skills Act 2008 (prohibition from management of an independent school)? **Yes / No**

Are you currently subject to any disciplinary or regulatory proceedings, investigations or sanctions (including by a professional body)? **Yes / No**

If yes, please provide details:

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## SECTION 4 - EMPLOYMENT HISTORY

Please list ALL employment (paid and voluntary), starting with the most recent. Include ALL periods of unemployment, education or career breaks.

You must explain any gaps in employment.

<b>Employer name &amp; address</b>	
<b>Job title</b>	
<b>Dates: From (MM/YYYY)</b>	
<b>Dates: To (MM/YYYY)</b>	
<b>Full-time / Part-time (hours per week)</b>	
<b>Salary/Grade</b>	
<b>Brief description of duties</b>	
<b>Reason for leaving</b>	

<b>Employer name &amp; address</b>	
<b>Job title</b>	
<b>Dates: From (MM/YYYY)</b>	
<b>Dates: To (MM/YYYY)</b>	
<b>Full-time / Part-time (hours per week)</b>	
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<b>Full-time / Part-time (hours per week)</b>	
<b>Salary/Grade</b>	
<b>Brief description of duties</b>	
<b>Reason for leaving</b>	

### **Explanation of Gaps in Employment**

Please provide details of any gaps in employment history:



## SECTION 5 - EDUCATION AND QUALIFICATIONS

Please include all relevant qualifications.

Institution	Dates	Subject(s)	Qualification	Grade





## SECTION 6 - RELEVANT TRAINING AND PROFESSIONAL DEVELOPMENT

Please include safeguarding and child protection training where applicable.

Course	Date(s)	Qualification / Outcome

## SECTION 7 - PROFESSIONAL REGISTRATION

Professional body	
Registration no.	
Expiry date	





## SECTION 8 - PERSONAL STATEMENT

Please explain how you meet the person specification and why you are suitable for this role.

You must demonstrate how your experience, skills and knowledge support safeguarding and promoting the welfare of children and young people.

(Attach additional sheets if required.)



## SECTION 9 - REFERENCES

One must be your current or most recent employer. If you have worked with children, one must be from that employment. References must cover at least the last five years of employment history and include specific questions regarding suitability to work with children.

### Referee 1

<b>Name</b>	
<b>Job title</b>	
<b>Organisation</b>	
<b>Relationship to you</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	

May we contact prior to interview? **Yes / No**

### Referee 1

<b>Name</b>	
<b>Job title</b>	
<b>Organisation</b>	
<b>Relationship to you</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	

May we contact prior to interview? **Yes / No**



**SECTION 10 – RELATIONSHIPS / DECLARATION OF INTEREST**

Are you related to, or in a close personal relationship with, any member of staff, governor or pupil at Park Lodge School?

**Yes / No**

If yes, please provide details:

**SECTION 11 – CRIMINAL RECORD DECLARATION**

This post is exempt from the Rehabilitation of Offenders Act 1974.

You must disclose all cautions, convictions, reprimands and final warnings that are not protected.

Have you ever been convicted of a criminal offence or received a caution, reprimand or final warning that is not protected?

**Yes / No**

If yes, please provide details in a sealed envelope marked “Confidential – Criminal Disclosure” and attach to this form.

Are you currently subject to any police investigation or enquiry that may have a bearing on your suitability to work with children?

**Yes / No**

If yes, please provide details:



## SECTION 12 – ONLINE SEARCHES

In line with Keeping Children Safe in Education, the school will conduct online searches of shortlisted candidates as part of our safeguarding due diligence to identify any publicly available information relevant to suitability to work with children.

## SECTION 13 – DATA PROTECTION

The information you provide will be processed in accordance with UK GDPR and the Data Protection Act 2018. It will be used for recruitment purposes only and retained in line with the school’s data retention policy.

## SECTION 14 – DECLARATION

I declare that the information provided on this application form is true and complete. I understand that:

- Providing false or misleading information may result in withdrawal of an offer of employment or dismissal.
- My appointment is subject to satisfactory references and pre-employment checks including enhanced DBS clearance.
- The school reserves the right to verify all qualifications and employment history.

<b>Signed</b>	
<b>Print name</b>	
<b>Date</b>	