#### \\w2k3server\staffdata\jtilly\Logo\St Olaves Prep Logo Black 2014.jpg

Headteacher: Miss Claire Holloway BEd QTS

**APPLICATION FORM**

**KEY STAGE 2**

**CLASS TEACHER**

106-110 Southwood Road

New Eltham

London

SE9 3QS

Telephone : 020 8294 8930

E-mail : office@stolaves.org.uk

Website: www.stolaves.org.uk

1. **General**

Please complete the entire form in black ink; you may send a CV in addition.

We will handle this information in confidence and contact you with discretion.

If there is insufficient space, please continue your answers on a separate sheet.

**Name :**

(Title, Forename, Surname)

**Former Name : (including maiden name)**

**Preferred Name :**

**Address :**

(including postcode)

**E-Mail Address : Mobile Telephone:**

**Home Telephone : Work Telephone :**

How long have you lived at this address:

If less than 5 years please provide addresses for past 5 years including dates at those addresses.

1. **General Information**

**Current full UK driving licence held? Yes / No NI Number:**

**DfE Number: QTS Status: Yes / No**

1. **Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last school attended** | **Dates** | **A Levels or equivalent** | **Grade** |
|  | **From** | **To** | **(and dates awarded)** |  |
|  |  |  |  |  |
| **Other achievements/interests at school** |

|  |  |  |  |
| --- | --- | --- | --- |
| **University or other Higher** | **Dates** | **Degree and Awarding Body** | **Class** |
| **Education institution** | **From** | **To** | **(and dates awarded)** |  |
|  |  |  |  |  |
| **Other achievements/interests at university** |

|  |
| --- |
| **Other awards, qualifications and courses attended (please include any ongoing CPD)** |
| **College, Education Centre**  | **Dates** | **Award/Course Title and Qualification** |
| **or Institution** | **From** | **To** |
|  |  |  |  |  |

1. **Employment Record**

Starting with your current/last position and working back, please provide details of all employment and all previous posts including part-time and voluntary work. If necessary, please copy one of the following pages so that you can include all posts you have held. Please use section 5 to explain any gaps in employment or between finishing training and first employment.

|  |
| --- |
| **Current School or Employer’s Name:**  |
| **Address:** | **Position(s) held and whether full/part time:** |
|  | **Starting date:** |
| **Postcode:** | **Leaving date (if applicable):****or** **Notice period:** |
| **Responsibilities:** |
| **Reason for leaving:** |
| **Salary and Benefits:** |

**Previous Employments**

|  |
| --- |
| **School or Employer’s Name:**  |
| **Address:** | **Position(s) held and whether full/part time:** |
|  | **Starting date:** |
| **Postcode:** | **Leaving date :** |
| **Responsibilities:** |
| **Reason for leaving:** |
| **Salary and Benefits:** |

|  |
| --- |
| **School or Employer’s Name:**  |
| **Address:** | **Position(s) held and whether full/part time:** |
|  | **Starting date:** |
| **Postcode:** | **Leaving date:** |
| **Responsibilities:** |
| **Reason for leaving:** |
| **Salary and Benefits:** |

|  |
| --- |
| **School or Employer’s Name:**  |
| **Address:** | **Position(s) held and whether full/part time:** |
|  | **Starting date:** |
| **Postcode:** | **Leaving date :** |
| **Responsibilities:** |
| **Reason for leaving:** |
| **Salary and Benefits:** |

1. **Periods when not Employed**

|  |  |  |
| --- | --- | --- |
| **Start Date** | **Finish Date** | **Reason** |
|  |  |  |

1. **Periods of 3 months or more spent overseas in the last 10 years**

|  |  |  |
| --- | --- | --- |
| **Start Date** | **Finish Date** | **Country** |
|  |  |  |

1. **Personal Statement**

Please explain your reasons for wanting to take up the post at St Olave’s Prep School, and the qualities that you would bring to the School, addressing the criteria in the person specification.

|  |
| --- |
|  |

1. What have you most enjoyed about your career to date?

|  |
| --- |
|  |

1. Please confirm if you know any existing employee, volunteer or Trustee at the School and if so, please provide full details of how you know them.

|  |
| --- |
|  |

1. Do you have any other comments you would like to make about yourself or your application?

|  |
| --- |
|  |

1. **References**

 Please give the names, addresses and telephone numbers of **three** referees, one of whom should be your present or most recent employer. If your present/most recent employment excludes working with children, then your second reference should be from your employer with whom you most recently worked with children. Referees should not be a relative or someone known to you solely as a friend. References will be requested once you have been shortlisted for interview.

|  |
| --- |
| **Name:** |
| **Address:****Postcode:** |  |
| **Tel No:** |
| **E-mail:** |
| **Occupation**: |
| **Professional relationship to you:** |

|  |
| --- |
| **Name:** |
| **Address:****Postcode:** |  |
| **Tel No:** |
| **E-mail:** |
| **Occupation**: |
| **Professional relationship to you:** |

|  |
| --- |
| **Name:** |
| **Address:****Postcode:** |
| **Tel No:** |
| **E-mail:** |
| **Occupation**: |
| **Professional relationship to you:** |

1. **Data Protection**

The information that you provide on this form will be used to process your application for employment. 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 and Data Protection Policy.

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

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

By signing the application form you consent to the processing of sensitive personal data.

1. **Declaration**

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 197. However, amendments to the exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from 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.

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.

Signature: Date:

|  |  |
| --- | --- |
|  |  |

**Please return this form by 9.00am on Monday 19th May 2025 addressed to:**

**The School Office, St Olave’s Prep School, 106-110 Southwood Road, New Eltham, London SE9 3QS or to office@stolaves.org.uk together with a covering letter outlining your interest.**

Administered by the St Olave’s School Trust - Registered Charity No 312734



### **EQUAL OPPORTUNITIES MONITORING FORM**

This section of the form will be detached from your application and will be used solely for monitoring purposes. This form will be kept separately from your application.

St Olave’s Prep School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence and used as set out in the School’s Recruitment Privacy Notice and Data Protection Policy.

Please complete the form as you feel it is most appropriate for you.

**Position applied for:                                           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
|  **White:** □ British                                       □ Any other white background\* |
|   **Mixed:** □ White and Black Caribbean          □White and Black African   □ White and Asian       □Any other mixed background\* |
|   **Black or Black British:** □Caribbean           □  African      □ Any other Black background\* |
|   **Asian or Asian British**: □ Indian                                          □ Pakistani                         □ Bangladeshi                □ Any  other Asian background\* |
|   **Chinese or other Ethnic Group**:      □ Chinese                                      □ Other Ethnic Group\* \*please specify |
|  |
|  |

|  |
| --- |
| Gender  |

|  |
| --- |
| Date of Birth |

|  |
| --- |
| Do you consider yourself to have a disability:                                                      □Yes                   □NoIf yes, please state nature of disability:    |
| The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities" |

If you wish, you may disclose information about yourself in this section about your:

|  |
| --- |
| Religion |
| Sexual orientation |

|  |
| --- |
| How did you become aware of this vacancy?Media:                                                              Date:                                        Reference:  |