



BELVEDERE

PREPARATORY SCHOOL

At The Belvedere Preparatory School, we endeavour to achieve the highest possible standards in all we do.

APPLICATION FOR EMPLOYMENT TEACHING, TEACHING SUPPORT AND ADMINISTRATIVE POSTS

Admin Use:

Date Rec'd:

Head's Initials:

Date:

Name:	
Position Applied For:	

The information provided by you in connection with your application for this vacancy will be treated as confidential by The Belvedere Preparatory School LLP. Your application form may be copied for use during the recruitment process.

Information given by you in the **Equal Opportunities Monitoring Form** will be dealt with separately from the rest of your application. The information provided will be used solely to monitor equal opportunities policies.

Further information provided by you will be used to determine your suitability for a position and, if applicable, in determining terms of employment or engagement. It may also be used to monitor recruitment initiatives. If your application progresses further, details may be disclosed to third parties (such as educational institutions, past and present employers, credit reference agencies, etc.) for reasons such as the verification of, or obtaining extra, information. If your application is unsuccessful, we may retain any information as required by law or, at our discretion, for up to six months following our final communication with you, unless you tell us otherwise.

The Belvedere Preparatory School LLP is committed to the safeguarding of children, and child protection screening will apply to this post. Some of the information that we request in this form is for this purpose.

By signing and returning this application form, you consent to The Belvedere Preparatory School LLP using and keeping the information provided by you as outlined above, carrying out any reference, criminal record, or child protection checks as may be appropriate in the circumstances.

Any offer of employment will be subject to satisfactory medical clearance, satisfactory references and DBS checks, and the production of documentary evidence showing your entitlement to work in the UK.

Applicant Instructions: In the case of, online completion, text boxes will expand with your text, so you may provide as much information as you feel necessary (hand written applicants may use continuation sheets). If possible please use a computer signature (hand written applicants should sign their application forms before submission). Any online applicants who are invited for interview will be required to personally sign their application forms on the day of the interview. The attached Disclosure of Criminal Background Declaration must be signed.

Membership of professional institutions and other training/knowledge relevant to this post:

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3 EMPLOYMENT HISTORY

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Please give your employment history in reverse order and include details of any voluntary work. Continue on a separate sheet if required.

Present or most recent employer:

Address:					
Job Title:		From:		To:	

Brief description of responsibilities:

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Reason for leaving/wishing to leave:

Notice required (or when you could join us):		Current salary:	
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Previous employers	Dates	Position held and brief description of duties

4 ADDITIONAL INFORMATION

Number of days of absence during the last 3 years:

(Please give dates and reasons for absence)

Are there any other circumstances not already discussed or disclosed that could materially affect your ability to wholly fulfil the requirements of this post, with respect to attendance, punctuality and performance of all duties?

Do you have a current clean driving licence (applicable only if duties involve driving)

YES/NO

Hobbies, interests and anything you wish to tell us about your personal and family circumstances, including any special needs:

5 PERSONAL STATEMENT

Please state why you believe your qualifications and experience fulfil the requirements of this post, and any other information in support of your application.

6 REFERENCES

Referees:

- Please provide two referees and note that **we will contact** these referees if you are short listed for this post and seek reference before interview.
- One referee must be your current or last employer.
- If you are currently working with children, on either a paid or unpaid basis your current employer will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to.
- 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.
- Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.
- We reserve the right to take up references with any previous employer.
- If you are or have recently been a student, one of your referees should be your School Head, Tutor or Head of Department.

Name:		Name:	
Position:		Position:	
Address <i>(a full postal address is required):</i>		Address <i>(a full postal address is required):</i>	
Tel no:		Tel no:	
Email:		Email:	
Relationship:		Relationship:	

7 INTERVIEW REQUIREMENTS

Do you have any disability, or medical conditions, that we should be aware of if you are invited for interview? **YES/NO**
(if yes please give details)

8 SIGNATURE

I confirm that the above information is true and accurate.

Signed:

Date:

PROTECTION OF CHILDREN:

SAFEGUARDING AND PROMOTING WELFARE POLICY STATEMENT

The Belvedere Preparatory School Safeguarding Strategy forms a fundamental part of our approach to providing excellent Pastoral Care to *all* pupils, including young people volunteering, on placement or working at the school who may be over the age of 18 years.

We believe that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse.

The Belvedere Preparatory School recognises that Safeguarding and Promoting Welfare covers much more than child protection and so this policy will operate in conjunction with other related policies and procedures, such as effective whole school policies on Anti-Bullying, Behaviour Management, ICT and School Security.

The Belvedere Preparatory Safeguarding Strategy consists of:

Safeguarding and Promoting Welfare Policy and Child Protection Procedures

Code of Practice regarding behaviour (applicable to both Staff and Pupils)

Comprehensive Safeguarding Training Strategy to properly equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of our pupils.

The objective of The Belvedere Preparatory Safeguarding Strategy is to help keep our pupils safe by providing a safe environment for them and to educate the pupils about keeping themselves safe.

In order to do this The Belvedere Preparatory School provides a clear framework and has developed systems to:

- prevent unsuitable people working with pupils
- identifying pupils who are at risk of and or are likely to suffer significant harm and take appropriate action with the aim of making sure they keep safe
- promote safe practice and challenge poor practice and unsafe practice.

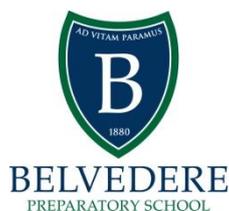
Adherence to The Belvedere Preparatory safeguarding policy, procedures and code of practice are mandatory for **all** staff and volunteers and their use is not subject to discretion.

Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

The Belvedere Preparatory encourages the pupils in our care to raise any concerns that they might have and ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our school.

Our robust approach to safeguarding and promoting the welfare of our pupils aims to help keep pupils safe and importantly equip them to tackle the challenges and opportunities of daily life with renewed confidence and vigour.



DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

The appointment for which you are applying involves access to children and is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment are subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not debar you from appointment unless The Belvedere Preparatory School LLP considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of a Disclosure being sought, this information should be sent under confidential cover to the person inviting you to interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

If you are currently working or have previously worked with children, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be "time expired", and whether you have been the subject of any child protection concerns.

Providing false information is an offence and could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

DECLARATION

For the purposes of the Data Protection Act 1998, I consent to the information received by The Belvedere Preparatory School relating to the subject matter on this form being processed by them in administering the recruitment process.

I declare that all the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body e.g. the General Teaching Council, and either have no convictions, cautions, or bind-overs, or have attached details in a sealed envelope marked confidential. I understand that to knowingly give false information or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:		Date:	
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All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

The Belvedere Preparatory School LLP EQUAL OPPORTUNITIES MONITORING FORM

The Belvedere Preparatory School is committed to equal opportunities. One aim of this policy is to ensure that you and other job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion or belief.

To **monitor** this policy, we should be grateful if you would complete and return this form. The information you give will be treated as strictly confidential and will be used only for Equal Opportunities monitoring purposes. This form will be detached from your application form, will not be used at any stage of the selection process and will be destroyed after evaluation has taken place.

POST APPLIED FOR:	
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Personal details:

GENDER:	Male / Female / Transgender
MARITAL STATUS:	Single / Married / Other (<i>please specify</i>)
AGE:	

Ethnic origin:

I would describe myself as:

Black		Asian		White	Other
African		Pakistani			<i>(please specify)</i>
Caribbean		Indian			
Other		Bangladeshi			
		Chinese			

Disability

Are you disabled or do you have any conditions (i.e. a physical or mental impairment that has a substantial long-term effect on your ability to carry out normal day-to-day activities) that may require adjustments to your work or working environment?

Yes No

If you have answered "Yes" to this question, please complete **Section 4** "Additional Information" in the application form, indicating any special arrangements which you might require if you are selected for interview in **Section 7**, or make these clear in your letter of application.