



St Joseph's In The Park

Independent Prep School

St Mary's Lane
Hertingfordbury
Herts
SG14 2LX

Tel: 01992 581378

APPLICATION FORM

IMPORTANT:

Please complete this form in **BLACK** ink or **TYPE**. Please complete every section, using a continuation sheet if you need more space for any replies. The School operates an equal opportunity policy to ensure that all people who apply for posts receive equal treatment in employment regardless of their age, sex, marital status, disability, sexual orientation, race, creed, colour, ethnic or national origin.

APPLICATION FOR THE POSITION OF:

1. PERSONAL DETAILS:

SURNAME:		HOME TELEPHONE NO:	
FIRST NAMES:		Mobile Telephone No:	
ADDRESS:			
Email Address:			
DATE OF BIRTH			
NATIONAL INSURANCE NO.			
CURRENT SALARY:			
<p>Warning: As this post is classed as having substantial access to children, appointment will be subject to a police check of any previous convictions. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>			

2. EDUCATION AND TRAINING:

2.1 Please give information about all education received in the country or abroad and qualifications obtained.

Establishment Attended	Full-time or Part-time	Qualifications (indicate Class and Division)	Dates attended		Date of final exam
			From	To	

2.2 Other courses in which you have been involved in the past 3 years and which you consider relevant to this post

3. EMPLOYMENT RECORD

Please give details of all previous **experience** in chronological order below finishing with your present post and please give further details and any other information which you consider relevant to your application using a separate sheet.

Employer (if appropriate)	Post Title	Reason for leaving	Brief Description of Activity/Responsibility Or Duties	Full-Time or Part-Time	Dates	
					From	To

4. ADVERTISEMENT:

Please state where you saw this vacancy:

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5. REFERENCES:

Please nominate two referees (unless stated otherwise in the details of the post). If in employment one referee should be your present employer. References cannot be accepted from relatives or from people writing solely in the capacity of friends.

NAME:	NAME:
DESIGNATION	DESIGNATION

ADDRESS	ADDRESS
TELEPHONE NO.	TELEPHONE NO.

Do you agree to your present employer being contacted concerning this application?

YES / NO

6. REHABILITATION OF OFFENDERS ACT 1974

For ALL posts within this school you are required before appointment to disclose any conviction, caution or binding over including “spent convictions”, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure will only be required if following interview it is considered that you are the most suitable applicant for the post.

7. STATEMENT

I can confirm that I am not on List 99 or disqualified from working with children.

To the best of my knowledge and belief the information contained in this form is accurate.

Signature:
Date:

Please note:

Following successful interview you will be asked to complete a Medical History Questionnaire.