

Ferndearle Child Care Services
Heather Lodge, 2 Radnor Park West, Folkestone, Kent, CT19 5HH
Tel: 01303 850182

Position subject to enhanced disclosure from Data Barring Service
APPLICATION FORM

Return by post to above address or email to recruitment@ferndearle.co.uk

CONFIDENTIAL

EQUAL OPPORTUNITIES

Ferndearle is an equal opportunities employer. It aims to ensure that no job application receives less favourable treatment on the grounds of race, colour, nationality, citizenship, ethnicity, religion, disability, gender, sexual orientation, marital status or medical condition.

Job Details

Post Applying For:

Closing Date of Application:

Where did you hear of the post:

Personal Details

Name: Address:

Previous Surname(s).....

Qualified Teacher Status? Yes/ No

If Yes, please give date of award: Correspondence Address (if different from

DfES/GTC for England Number: Above).....

GTCE full registration? Yes/ No

Do you have a current clean driving license? Yes/
No Telephone No Daytime:

National Insurance No: Evening:

Do you require a work permit? Yes/ No Email:

EDUCATION & QUALIFICATIONS

Training as a Teacher - Original documentation of qualifications will be required prior to an appointment.

From	To	Name & Address of School, College University	Full or Part-time	Qualifications gained and Grades
Subjects - Main and Subsidiary:				
Age Range / Key Stage:				
Other special interests:				

EDUCATION AND QUALIFICATIONS - from the age of eleven onwards

From	To	Name & Address of School, College University	Full or Part-time	Qualifications gained and Grades

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MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Level of Membership	Year of Award

TRAINING: Please give details of relevant courses and training undertaken in the last five years

Course Title	Organisation	From	To	Qualifications obtained if any

DETAILS OF PRESENT/MOST RECENT EMPLOYMENT

Name and Address of School/College:

.....

.....

Position held..... From..... To.....

Main subjects taught:

Type of School/College: Number of Pupils:

Reason for leaving/wishing to leave:

.....

.....

Scale/Grade:

EMPLOYMENT PRIOR TO ABOVE

Record all posts you have held starting with the most recent, including any vocational work and service with HM Forces since leaving school- continue on a separate sheet if required). When giving details of employment in schools, please include the age range, approximate school roll number and school category i.e., maintained, independent, foundation

Name & Address of Employer Nature of Business	From (exact dates)	To (exact dates)	Position Held/Duties and Achievements	Reason for Leaving and Salary Scale/Grade

What is the earliest date you could commence employment with us?

VOLUNTARY WORK - include all work prior to and after leaving school.

Organisation	From	To	Position Held, Duties and Achievements Number of Hours Per Week	Reason for Leaving

OTHER EXPERIENCE - please describe time spent since leaving full time education, full details should be given of any period not accounted for by full or part-time employment. All gaps in employment since leaving school must be accounted for and will be verified at interview

Other Experience	From/To

INFORMATION IN SUPPORT OF YOUR APPLICATION- please mention any specific skills, experience and achievements you can offer which meets the requirements of the job description and person specification. These skills/experience/achievements may have been gained in your current or previous employment, education, training, domestic activities, voluntary work, leisure interests etc. (cont. on a separate sheet if necessary)

WRITTEN EXERCISE - please indicate using approximately 1,000 words, what attitudes, personal characteristics and skills you consider to be most important when working with pupils with emotional and behavioural difficulties. State clearly, what you consider to be the important needs of these pupils. Underline your experience of working with pupils with emotional and behavioural difficulties. Continue on a separate sheet if necessary. Please note that written exercises form an important part of the selection process and will be discussed at the interview.

SAFEGUARDING AND PROMOTING THE WELFARE OF PUPILS - Ferndearle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, please outline your experience and skills in this area.

INDUCTION and GTC conditions

Have you successfully completed a period of induction as a qualified teacher in this country?
Yes/No

If yes, please give date of completion:

Are you subject to any conditions or prohibitions placed on you by the GTC? Yes/No.
If yes, please give full details on a separate sheet in a sealed envelope marked private and confidential.

UK RESIDENCE - WORK PERMIT - DECLARING AN INTEREST

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes/No

If Yes, please provide details:

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If your application is successful, would you require a work permit prior to taking up employment?
Yes/No

Are you related to or have a personal relationship with any Director or Person employed at Ferndearle. Do you have any financial interests in Ferndearle? Yes/No - if Yes please give details:

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REFEREES - Please state the names and addresses of three persons from whom references may be obtained. One must be your current or most recent employer.

1. Name	2. Name	3. Name
Address	Address	Address
Tel No:	Tel No:	Tel No:
Email:	Email:	Email:
Occupation	Occupation:	Occupation
Relationship to Applicant:	Relationship to Applicant:	Relationship to Applicant:
How long has the Referee known you?	How long has the Referee known you?	How long has the Referee known you?

Please note that the above named people should not be relatives.

Ferndearle reserves the right to contact any of the employers listed under previous employment if it is considered necessary.

Note: references will normally be taken up if you are called for interview. Please indicate if this is likely to cause you problems. **Yes/No.**

REHABILITATION OF OFFENDERS ACT

Because the nature of the work for which you are applying involves substantial access to children, it is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986. You are therefore NOT entitled to withhold information about convictions which for other purposes are “spent” under the provision of the Act. A conviction, bind over or caution will not automatically disqualify you from employment, but any failure to disclose such information could result in dismissal or disciplinary action being taken by Ferndearle. Any information given will be kept in strict confidence. Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal when the discrepancy comes to light.

Have you ever been convicted at a court or cautioned by the police? **Yes/No**

If yes, give details in a sealed envelope marked private and confidential.

Do you have any possible prosecutions pending? **Yes/No**

If **yes**, give details in a sealed envelope marked **private and confidential**.

Are you on list 99 or disqualified from work with children? **Yes/No**

DISCIPLINARY - Please list any disciplinary offences and type of disciplinary action you have received at any time.

Current and/or past employers where work involved working with children will be asked about any disciplinary offences relating to children including any for which the penalty is time expired and whether the applicant has been the subject of any child protection concerns, if so, the outcome of any enquiry or disciplinary procedure.

Offence(s)	Type of Disciplinary Action	Outcome	Date	Name & Address of Employer

DATA PROTECTION STATEMENT

When signing the declaration below, I understand that I am giving my consent for Ferndearle to process and retain on file any information required contained on this form and in accompanying documents. This information is required for the purpose of assessing suitability for employment, equal opportunities monitoring, the payment of staff and the prevention and detection of fraud. All information will be handled in accordance with data protection legislation.

DECLARATION

I understand that the information on this application form will be treated as confidential and I declare that the above statements are true, to the best of my knowledge. I understand that if any deliberate, false or misleading information is given to this application, it may render me liable to dismissal, if engaged.

Signed..... Date.....

Please return this form to the Personnel/Admin. Director at the address printed on the top of the application form. Please note that a Curriculum Vitae will not be accepted and neither will any application form which is received after the closing date.