



ST. GEORGE'S PREPARATORY SCHOOL JERSEY APPLICATION FOR EMPLOYMENT

STRICTLY CONFIDENTIAL

A CV **must** be attached but should not be used as a substitute.
The processing of this information by St. George's Preparatory School will comply with Jersey's Data Protection Law which protects your privacy and access rights.

St. George's Preparatory School is a 'Safer Recruitment' employer

POSITION APPLIED FOR:

1 PERSONAL DETAILS

Surname:	Previous Surname (if applicable):
Forename:	Preferred name:
Middle Name (if applicable):	Title:
Contact Address:	
Post Code:	
Tel. No. (Home):	Tel. No. (Mobile):
Email Address:	
Nationality: Are you a British Citizen/EU National? State which country.....	
Other Nationality: State which country and your immigration status.....	
Do you possess "locally qualified status" under the Jersey Regulations of Undertakings and Department Law?	
If so on what basis?	
Immediately prior to this application how long have you been continuously resident in Jersey?.....	

2(a) EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

SECONDARY EDUCATION:

NAME OF SCHOOL:

GCSE/GCE/ or equivalent	Grade	Year taken	'A' Level or equivalent	Grade	Year taken

Further/Higher Education

Course, e.g. GNVQ / NVQ / Diploma / Degree/Higher Degree or equivalent	Dates From/To	Course title and Institute	Standard attained



Professional Registration No. (if applicable):		Date registered:	
Awarding Body:		Expiry date:	

Professional/Technical/Special Training/Languages e.g. PGCE/TEFL
Please provide details. (Continue on a separate sheet if necessary)

Qualification/Course	Training Organisation	Dates From/To

2(b) MEMBERSHIP OF PROFESSIONAL BODIES NOT ALREADY LISTED UNDER 2(a) ABOVE

3(a) TRAINING AND DEVELOPMENT COURSES
Please give a concise account of any training and development relevant to your application. (This may be in a role outside of employment, e.g. voluntary work.)

3(b) ADDITIONAL INFORMATION
Please give a brief account of any particular experience/knowledge/skills or competencies you have that you consider would be especially useful in the post for which you are applying (continue on a Separate sheet if necessary.)

4 CRIMINAL CONVICTIONS

Please read the declaration on criminal convictions at the end of this form before completing this section. If you have no convictions please write NONE below. You are advised that information regarding convictions will not necessarily disqualify you for consideration.

5 DRIVING LICENCE

Do you hold a current driving licence?

6 EMPLOYMENT HISTORY

Starting with your present post, list in reverse order every employment you have held. Please describe your last three jobs in detail so that we can compare your experience with the requirements of the job for which you are applying.

(a) Present or most recent employment

From:	To:	Job title:
Current Salary:	Details of pension and/or other benefits:	
Name and address of employer:		
Number of employees supervised by you:	Full time or Part Time employment:	
Description of your current duties and responsibilities:		
Precise reasons for leaving or wishing to leave:		
		Notice period:

(b) Previous employment

From:	To:	Job Title:
Salary:	Details of pension and/or other benefits:	
Name and address of employer:		
Number of employees supervised by you:	Full time or Part Time employment:	
Description of your duties and responsibilities:		



Precise reasons for leaving or wishing to leave:

(c) Previous employment		
From:	To:	Job Title:
Salary:	Details of pension and/or other benefits:	
Name and address of employer:		
Number of employees supervised by you:		Full Time or Part Time
Description of your duties and responsibilities:		
Precise reasons for leaving or wishing to leave:		

(d) Previous employment (continue on a separate sheet if necessary for additional employment history, ensuring a complete record)			
Dates		Name and address of employer	Title of Post
From	To		

7 HOW DID YOU HEAR ABOUT THIS VACANCY? (Name of Newspaper / publication / website)

8 MEDICAL HISTORY Give brief details of any serious illnesses or injuries which affect physical/mental health. Please include any ongoing/reoccurring issues i.e.back pain, knee pain etc
Approximately how many working days have you missed through sickness in the last 12 months? Please give reasons for any absences:

8 REFERENCES St. George's Preparatory School may contact any of your previous employers for a reference before offering employment. However, we will not approach your present employer prior to interview without your agreement. Referees should not be related to you. *PLEASE PLACE AN 'X' NEXT TO A REFEREE WHO YOU DO NOT WISH TO BE CONTACTED AT THIS STAGE	
Reference 1 – Present Employer	Reference 2 – e.g. Previous Employer
Name:	Name:
Address:	Address:



Tel. No:	Tel. No:
Email address:	Email address:

9 AVAILABILITY

Dates you will not be available for interview:

Any special requirements at interview? (e.g. disabled access)

10 DECLARATION

I hereby declare that the details shown are correct and complete to the best of my belief. I understand that enquiries may be made to verify these details. I also understand that any false statements or the withholding of any relevant information may provide grounds for rejection of my application or termination of my employment contract if appointed.

I accept that St. George's Preparatory School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees.

I accept that due to the nature of the position I have applied for, I will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment and two satisfactory references.

I understand that the position I have applied for is exempt from the provisions of Rehabilitation of Offenders (Jersey) Law, 2001, therefore, all convictions/sanctions must be disclosed, including any which are deemed 'spent' under the law. I acknowledge that the information I give will be treated in strict confidence. I also understand that the UK Rehabilitation of Offenders Act, 1974 is not applicable in Jersey.

I hereby confirm that I am not excluded from working with children, young or vulnerable people.

I agree that St. George's Preparatory School can contact any of my previous employers for a reference before offering employment

I accept that employment will be subject to satisfactory DBS clearance and fit person checks, satisfactory medical and previous employer references and will be subject to receipt of acceptable evidence of identity and of professional qualifications required for the post of applied for.

I understand that St. George's Preparatory School will create and maintain computer records on me during any employment, and may retain those records after my employment has ceased, subject to current Data Protection (Jersey) Law.

Applicant's signature.....

Date.....



As this form is being returned electronically,
please cross 'X' this box to agree to the declaration statement above

Please return your completed form along with a copy of your CV

Please use this section to highlight any additional information you wish to present to the appointments panel such as interests, hobbies, significant achievements etc: