

|  |
| --- |
| **APPLICATION FORM FOR THE POSITION OF** |
| CCF Administrator |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | | | | | | | | | | | |
|  | Mr |  | Mrs |  | Miss |  | Mrs |  | Dr |  | Other  Please  Specify |
| **First name** | | | | | |  | **Surname** | | | | |
|  | | | | | |  | | | | |
| **Where did you hear about this position?** | | | | | | | | | | | |
|  | | | | | | | | | | | |

We require the following documents:

* This completed application form
* A covering letter explaining why you are interested in this particular position at Alleyn’s
* Your CV
* The completed Equal Opportunities Monitoring Form

When completed, all documents should be emailed to [**jobs@alleyns.org.uk**](mailto:jobs@alleyns.org.uk)

Alternatively, they can be posted to HR Department

Alleyn’s School

Townley Road Dulwich

London SE22 8SU

**How to make an application**

|  |
| --- |
| **Closing date and time** |
| **Midday on Thursday 7 November 2024** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | | |
| **Full name**  **Including any middle names** |  | | | | | | | | |
| **Preferred name**  **How you like to be known if not by your full name** |  | | | | | | | | |
| **Former surnames**  **Where there has been any previous change of name** |  | | | | | | | | |
| **National Insurance Number** |  | | | | | | | | |
| **Current address** |  | | | | | | | | |
|  | | | **Postcode** | | | |  | |
| **Previous addresses**  **If resident at current address for less than five years, please provide previous addresses during this period**  **Please use a blank sheet if more space is required, ensuring you put your name and position applied for at the top.** |  | | | | | | | | |
|  | | | **Postcode** | | | |  | |
|  | | | | | | | | |
|  | | | **Postcode** | | | |  | |
| **Email address** |  | | | | | | | | |
| **Home telephone nº** |  |  | **Mobile telephone nº** | | | |  | | |
| **Do you require a work permit to work in the UK?** | | | | |  | Yes |  |  | No |
| **How much notice do you have to give your current employer** | | | | |  | | | | |
| **What is your current salary per annum?** | | | | |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | | | | |
| Please list all your qualifications in date order, starting with A Levels or equivalent. Include grades attained and class or grade of your degree (if applicable).  Please use a blank sheet if more space is required, ensuring you put your name and position applied for at the top. | | | | |
| **Qualification** | **Subject/Area of study** | **Institution where studied** | **Class/Grade awarded** | **Date awarded**  **Month/year** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | |
| * Supply details of all employment, self-employment and any periods of unemployment, **starting with the earliest at the top to the most recent at the bottom.** * Casual employment undertaken whilst as school, college or university need not be included. * Your current or most recent post should be the final entry on the list. * Include reason for leaving for each employment. * Provide explanations for any periods not in employment, further education or training. * For any teaching posts, please include information regards age range of students, subject(s) taught and title of post(s). Please use a blank sheet if more space is required, ensuring you put your name and position applied for at the top.   This information is required in accordance with official guidance from the DfE; *Safer Recruitment in Education*. | | | |
| **Start date**  **Month/year** | **Details of employment**  **Including self-employment and periods of unemployment and voluntary work.** | **Reason for leaving**  **If applicable** | **End date**  **Month/year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **PROFESSIONAL TRAINING AND DEVELOPMENT** | | |
| Give details of any training courses you have undertaken in the last three years.  Please use a blank sheet if more space is required, ensuring you put your name and position applied for at the top. | | |
| **Date** | **Course title or description** | **Course provider** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFERENCES** | | | | | | | | | | | | | | |
| Please give the contact details (name, address, telephone number & work email address) of three referees.  In order to comply with the DfE’s Keeping Children Safe in Education 2024 statutory guidance for schools and colleges, please note the following important points when selecting your referees:   * One referee should be your most recent employer (this should be the Head or Principal if you are currently/have most recently been employed in a school or college). * 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 provide references from at least two different places of work.  If this is not possible, however, due to only having worked in one place, please contact us to discuss suitable alternatives ([jobs@alleyns.org.uk](mailto:jobs@alleyns.org.uk) or 020 8299 5016). * Email addresses must be from your referee’s place of work and cannot be personal (i.e., not google or hotmail etc.). * We do not accept character references; references will not be accepted from relatives or from referees writing solely in the capacity of friends. * Please note that referees will be invited to submit confidential written references prior to interview (we will only seek references if you are invited to interview and will contact you first to request your permission).  Referees may also be contacted by telephone. | | | | | | | | | | | | | | |
| **First referee** | | | | | | | | | | | | | | |
| **Title** |  | |  | **Name** | |  | | | | | | | | |
| **Company**  **If applicable** | |  | | | | | |  | | **Position**  **If applicable** |  | | | |
| **Address** | | | | |  | | | | | | | | | |
|  | | | | | | | **Postcode** | |  |
| **Email address** | | | | |  | | | | | | | | | |
| **Daytime tel. nº** | | | | |  | |  | | **Evening tel. nº** | | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Second referee** | | | | | | | | | | | | | | |
| **Title** |  | |  | **Name** | |  | | | | | | | | |
| **Company**  **If applicable** | |  | | | | | |  | | **Position**  **If applicable** |  | | | |
| **Address** | | | | |  | | | | | | | | | |
|  | | | | | | | **Postcode** | |  |
| **Email address** | | | | |  | | | | | | | | | |
| **Daytime tel. nº** | | | | |  | |  | | **Evening tel. nº** | | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Third referee** | | | | | | | | | | | | | | |
| **Title** |  | |  | **Name** | |  | | | | | | | | |
| **Company**  **If applicable** | |  | | | | | |  | | **Position**  **If applicable** |  | | | |
| **Address** | | | | |  | | | | | | | | | |
|  | | | | | | | **Postcode** | |  |
| **Email address** | | | | |  | | | | | | | | | |
| **Daytime tel. nº** | | | | |  | |  | | **Evening tel. nº** | | | |  | |
| **EXISTING CONTACTS WITHIN SCHOOL** | | | | | | | | | | | | | | |
| Please indicate if you know any existing employees, volunteers or Governors at the school and if so how you know them. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |

|  |
| --- |
| **PRE-EMPLOYMENT CHECKS** |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that we will institute our own checks on successful applicants with 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.  All offers of employment are made subject to the receipt of references satisfactory to the School, proof of qualifications (where relevant), proof of eligibility for employment and a decision based on an Enhanced Disclosure from the Disclosure and Barring Service.  Safe recruitment procedures operate at Alleyn’s School. Disclosure and Barring Service (DBS) checks are carried out in compliance with the Independent Schools’ Standards Regulation (ISSR) and include pre-appointment checks on all staff, volunteers, staff of contractors and other individuals that are not school staff or supply staff and are completed according to the requirements set out in *Keeping Children Safe in Education* (2024).  Successful applicants will be required to confirm that they are medically fit to fulfil the duties of the post as outlined. |

|  |
| --- |
| **THE WELFARE, PROTECTION AND SAFETY OF PUPILS** |
| Alleyn’s School is committed to safeguarding and promoting the welfare of children.   * The successful applicant will be required to undertake an enhanced disclosure from the DBS. * A copy of the school’s Safeguarding and Child Protection Policy may be included with this application form and is also available on our website in the Policies section. * As part of our selection process short-listed candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. * The interview process will explore candidates’ suitability for working with children and their previous experience in   such roles. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DECLARATION** | | | | | |
| Please tick the below box to confirm the following statement.   * If posting please sign and date the form in ink. * If e-mailing please type your full name. You will be required to re-sign the form in ink if you are invited for interview. | | | | | |
| 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. | | | | |  |
| **Signed** |  |  | **Date** |  | |