Surname (in block capitals)

Preferred title (please circle)

Mr / Mrs / Miss / Ms / Dr

Please give initials of forenames

## APPLICATION FORM FOR THE POSITION OF:

**Deputy Head of AIM (SENCo)**

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| HOW TO MAKE AN APPLICATION WE REQUIRE THE FOLLOWING DOCUMENTS:   * A covering letter addressed to Mrs Jane Lunnon, **explaining why you are interested in this particular position at Alleyn’s and why you think it would suit you at this time in your career** * Your CV * This completed application form * Your completed Equal Opportunities Monitoring Form   When completed, all documents should be emailed to [jobs@alleyns.org.uk](mailto:personnel@alleyns.org.uk)  Alternatively, they can be posted to:  Mrs Jane Lunnon  Head  Alleyn’s School  Townley Road  Dulwich  London SE22 8SU |
| The deadline for applications is midday on Wednesday 5 February 2025 |

**1. Contact details**

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| Full Name (including surname and 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) | |
| Current address and postcode: | |
| Previous addresses and postcodes: (if resident at current address for less than five years, please provide previous addresses during this period)  **1.** | |
| **2.** | |
| National Insurance No: | Email address: |
| Mobile Number: | Landline: |

**2. Other information about you**

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| Do you require a work permit to work in the UK?  **YES/NO** (delete as appropriate)  If yes, please indicate:  Type of permit required  Permit number  Expiry date | | Current total gross annual salary:  Is any responsibility payment, TLR, boarding allowance, London weighting or equivalent included in your gross salary? If so, please give details: |
| **Current Employer:**  **Current Position:** | | |
| **How much notice do you have to give your current employer?** | | |
| **Your Teacher Reference Number if you have one (TRN) :** | **Do you have Qualified Teacher Status (QTS)?**  **YES/NO** (delete as appropriate) | |

**3. Education - details of *all* academic / vocational qualifications**

Please list *all* your qualifications in date order, starting with A levels (or equivalent)

Please state your A level grades (or equivalent)

Please state clearly the class or grade of your degree(s)

| Qualification | Subject/area of study | School/college/university/etc | Class/grade awarded | Date awarded |
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**4. Career - history of employment**

Required in accordance with official guidance from the DfE; Safer Recruitment in Education. .

* Please supply, in chronological order (state the earliest first), details of all employment, self-employment and any periods of unemployment (there is no need to list casual employment undertaken whilst at school, college or university), including your current post.
* Please give in each case the reasons for leaving each employment.
* Please provide, where appropriate, explanations for any periods not in employment, self-employment, training or further/higher education.
* Please use a continuation sheet if necessary.
* For any teaching posts held, please give information about age range, subject(s) taught and the title of any posts held.

| Start date  Month/Year | Details of employment  Including self-employment, periods of unemployment and voluntary work | Reason for leaving | End date  Month/Year |
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**5. Professional development and training**

Please give details of any relevant training you have undertaken in the past three years.

| Date (m/y) | Course title or description | Course provider |
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**6. Other interests and activities**

Please give information about any interests, hobbies or activities in which you are involved.

Please indicate any activities that you would like to offer as your co-curricular contribution (including Games) and indicate standard, where appropriate.

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**7. Your suitability for the role**

Please state which particular attributes, qualities or special areas of interest or expertise you would bring to this post. (Use a continuation sheet if necessary.)

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**8. Existing contacts within the school**

Please indicate if you know any existing employees or governors at the school and if so how you know them.

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**9. Referees**

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 current or 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 8009).
* 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.

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| **First referee** | | | | | | | |
| **Title** |  | | **Name** | |  | | |
| **Position** | |  | | | | | |
| **Company** | |  | | | | | |
| **Address** | |  | | | | | |
| **Work email address** | | | |  | | | |
| **Tel No** | | | |  | | **Mobile No** |  |

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| **Second referee** | | | | | | | |
| **Title** |  | | **Name** | |  | | |
| **Position** | |  | | | | | |
| **Company** | |  | | | | | |
| **Address** | |  | | | | | |
| **Work email address** | | | |  | | | |
| **Tel No** | | | |  | | **Mobile No** |  |

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| **Third referee** | | | | | | | |
| **Title** |  | | **Name** | |  | | |
| **Position** | |  | | | | | |
| **Company** | |  | | | | | |
| **Address** | |  | | | | | |
| **Work email address** | | | |  | | | |
| **Tel No** | | | |  | | **Mobile No** |  |

**10. Pre-employment 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 (DBS).

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 who are not school staff or supply staff, 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.

**11. 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 which can be reached by clicking [here](https://www.alleyns.org.uk/userfiles/alleynsschoolmvc/documents/24-25%20Policy%20Documents/24-25%20Safeguarding%20and%20Child%20Protection%20Policy(1).pdf).
* 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.
* Our Recruitment Policy can be found [here](https://www.alleyns.org.uk/userfiles/alleynsschoolmvc/documents/24-25%20Policy%20Documents/24-25%20Recruitment%20Policy(1).pdf).

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| **DECLARATION** | | | | |
| Please tick the below box to confirm the following statement.   * If posting please sign and date the form in ink. * If emailing please type your full name. You will be required to re-sign the form in ink if you are invited for interview. | | | | |
| I hereby certify that the statements on this form are correct and that no material information is omitted. | | | |  |
| **Signed** |  | **Date** |  | |

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| Please state where you saw the position advertised: |