



APPLICATION FORM FOR THE POSITION OF

Hospitality Supervisor

Title

Mr Mrs Miss Ms Dr Other
Please Specify

First name

Surname

Where did you hear about this position?

How to make an application

We require the following documents:

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

The cover letter should be addressed to the Catering Manager, Carlo Lubrano.

When completed, all documents should be emailed to jobs@alleyns.org.uk

Alternatively they can be posted to:

HR Department
Alleyne's School
Townley Road
Dulwich
London SE22 8SU

Please **DO NOT** use staples when putting your documents together (paper clips are fine).

Closing date and time

Midday Wednesday 5 June 2024

PERSONAL DETAILS

Full name

Including any middle names

Called 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

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 n^o

Mobile telephone n^o

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

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

Give contact details for two referees.

- One referee should be your most recent employer.
- Where you are not currently working with children but have done so in the past, one referee must be from the employer where you most recently worked with children.
- References will not be accepted from family members or referees writing solely in the capacity of friends.

First referee

Title		Name			
Company <small>If applicable</small>			Position <small>If applicable</small>		
Address				Postcode	
Email address					
Daytime tel. n°			Evening tel. n°		

Second referee

Title		Name			
Company <small>If applicable</small>			Position <small>If applicable</small>		
Address				Postcode	
Email address					
Daytime tel. n°			Evening tel. n°		

EXISTING CONTACTS WITHIN SCHOOL

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

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.

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* (2022).

Depending upon the nature of the post, successful applicants will be required to provide written confirmation from their GP at the school's expense, or to self-certify 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 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](#).
- 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 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