



FAIRSTEAD HOUSE

*Fairstead House is committed to safeguarding and promoting the welfare of young children. Successful applicants will be required to undergo a full enhanced disclosure by the Disclosure & Barring Service and checks with past employers.*

*Please complete ALL sections of this Application Form. You may enclose your C.V. but this form must be completed in full.*

**Application for the Post of:** \_\_\_\_\_

**1. Personal Information**

<b>Title</b>		<b>First Name</b>	
<b>Surname</b>		<b>Middle Name(s)</b>	
<b>Any Previous Surnames/Names Used</b>			
<b>Current Address</b>			
<b>Home Telephone Number</b>			
<b>Mobile Telephone Number</b>			
<b>E-mail Address</b>			
<b>Date of Birth</b>			
<b>Country of Birth</b>			
<b>National Insurance Number</b>			
<b>DfE Number</b>			
<b>Do you have Qualified Teacher Status?</b>			<b>YES / NO</b>
<b>Do you hold a current DBS check with the update service?</b>			<b>YES / NO</b>
<b>Do you have a current full UK Driving Licence?</b>			<b>YES / NO</b>
<b>Please indicate whether you are related to or know an existing employee, pupil or Governor of Fairstead House and, if so, in what capacity.</b>			<b>YES / NO</b>



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2. Current and Previous Employment

<b>Current (or most recent) Employer:</b>	
<b>Address of Employer</b>	
<b>Job Title</b>	
<b>Date Employment Commenced</b>	
<b>Date Employment Ended (if applicable)</b>	
<b>Current Salary</b>	
<b>Length of Notice Period</b>	
<b>Reason for Leaving</b>	

**Previous Employment**

Please supply a **full** employment history, in chronological order and starting with the most recent, since leaving Secondary Education, including any volunteering work, part time work or self-employment. Please provide explanations for any time that you were not in employment or full time education. Continue on a separate sheet if necessary.

<b>Dates that Employment began and ended</b>	<b>Name and Address of Employer</b>	<b>Job Title and Brief Description of Duties</b>	<b>Reason for Leaving</b>



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**3. Education**

Please supply a **full** history of your education in chronological order since the age of fifteen. Please include all vocational qualifications, skills and training undertaken. Please note that we will require sight of original certificates for all qualifications listed. Photocopies will not be accepted. Please continue on a separate sheet if necessary.

Attendance Dates (including month and year)	Name and Address of School/College/University/ Institution	Subjects Studied/ Course Title	Qualification/ Examination Results	Awarding Body



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4. Personal Statement

Please use this space to tell us why you are applying for this position. Please state why you believe you are suitable for the role and why you feel that you meet the person specification criteria attached. Please also include what skills, personal qualities or experience you have that will assist you in carrying out the position.



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5. References

Please provide two referees from whom we may request references. One of these should be your most recent employer and, if applicable, the Head at the last educational establishment that you worked in. Please note that references **will not** be accepted from relatives or people writing solely in the capacity of friends. Please also note that references will be taken up **before** candidates are interviewed.

Reference 1 – Your Most Recent or Current Employer

Name of Referee:	
Name and Address of School/Establishment/Company	
Referee's E-mail Address <i>Please note that this must be a work e-mail address. Personal e-mail addresses are not acceptable.</i>	
Referee's Telephone Number	
Referee's Job Title/Position	

Reference 2

Name of Referee:	
Name and Address of School/Establishment/Company	
Referee's E-mail Address <i>Please note that this must be a work e-mail address. Personal e-mail addresses are not acceptable.</i>	
Referee's Telephone Number	
Referee's Job Title/Position	



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6. Health & Equal Opportunities

Fairstead House is an Equal Opportunities Employer and welcomes applications from all candidates. We ask the following questions to ensure that we comply with the Disability Discrimination Act 1995.

<b>Are there any special arrangements that you might require in order to attend an interview?</b>		YES /NO
<b>If yes, please provide details</b>		
<b>Before a firm offer of employment is made we would require you to complete a medical questionnaire to verify your medical suitability for the role. Should further medical information be necessary, do we have your permission to contact your GP or School Doctor for a medical report?</b>		YES /NO

7. Compulsory Declaration of any Convictions, Cautions, Reprimands, Warnings or Bind-Overs

This post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions, reprimands, warnings or bind-overs must be declared. Any such disclosure may not automatically disqualify you from applying for a position but will be taken into consideration if it is an offence that would make you unsuitable for working with children.

**Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light.**

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

*Please delete as appropriate:*

**I have nothing to declare**

**I enclose a confidential statement**



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**8. Data Protection**

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

By signing the Application Form you consent to the processing of sensitive data.

**9. Declaration**

**I declare that I am not on the DBS Barred List, disqualified from working with children or subject to any disciplinary offences relating to children.**

**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.**

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Signature

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Date



**Fairstead House School & Nursery**

**Fordham Road, Newmarket, Suffolk, CB8 7AA**

**01638 662318**

**[www.fairsteadhouse.co.uk](http://www.fairsteadhouse.co.uk)  
[www.fairsteadhousenursery.co.uk](http://www.fairsteadhousenursery.co.uk)**