



Shrewsbury House School Trust

107 Ditton Road,
Surbiton, Surrey, KT6 6RL
Telephone : 0208 399 3066
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Executive Headmaster: Kevin Doble
Head (Shrewsbury House Pre-Prep School):
James Tilly
Head (The Rowans School): Joanna Hubbard

APPLICATION FORM

Post Applied for:

School:

Please attach a passport
size photograph or,
if shortlisted, bring
to interview

Please complete this application form as fully as possible. It will be photocopied, so please type or write clearly in black ink. After completion, please return to HR at the above address.

As an equal opportunities employer, we welcome applications from suitably skilled men and women, irrespective of their age, disability and ethnic origin.

1. PERSONAL DETAILS

Surname

Forename (s)

Address

Postcode

**How long have you lived at this address? _____ years
(If less than 5 years please provide all previous addresses
for the past 5 years on a separate sheet.)**

**Do you know, or are you related to, any staff members or anyone
else connected to Shrewsbury House School Trust? Yes / No**

If 'yes', please put their name and in what capacity you know them:

Previous Surname (if applicable)

Title

Telephone Numbers: Day and Evening

Mobile Telephone Number

E-mail Address

**TRN (Teacher
Reference
Number)**

**Do you have a
driving licence?**

National Insurance Number:

**How did you hear of
this vacancy?**

**Nationality
At Birth:
Present:**

2. CURRENT OR MOST RECENT EMPLOYMENT

Name of School, or Other Employer

Post held

Type of school, and age range of school (if applicable)

Number on roll

| | | |
|--|--|--|
| | | |
|--|--|--|

Dates of employment (Starting and Leaving dates)

Address

Telephone Number

E-mail Address

Present Salary

Availability to Start

Minimum Salary Expectation

3. PREVIOUS EMPLOYMENT

Start with your most recent job. Please account for all time (paid and unpaid) since leaving education (school, college or university). Please explain the reasons for any gaps and include any time spent outside the UK. Please continue on a separate sheet of A4 paper if required.

| Name of employer/organisation and full address | Type (if in education) eg Primary 3-11 | Job Title and Grade | From Month/Year | To Month/Year |
|---|--|----------------------------|------------------------|----------------------|
| | | | | |
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4. EDUCATION AND QUALIFICATIONS

Please see the selection criteria for details of the educational requirements for the post. If you are appointed, you will need to produce original higher education certificates and proof of qualifications. Continue on separate A4 sheet if necessary.

| | Certificate/Qualification (please specify) | School, College or University (give address) | Dates |
|---|---|--|-------|
| GCSEs | | | |
| 'A' LEVELS | | | |
| FIRST DEGREE (or equivalent) | | | |
| POSTGRADUATE | | | |
| OTHER QUALIFICATION | | | |

Professional development over the last three years

| Course | Certificate/Qualifications (if relevant) | Provider/ Organising Body | Dates/Duration |
|--------|---|------------------------------|----------------|
| | | | |

Specialist Subject(s) Offered

| |
|--|
| |
|--|

5. Worked outside the UK

Please provide details if you have lived and/or worked for more than 3 months outside the UK in the last 10 years. Please continue on separate A4 sheet if necessary.

| Name of Country | Dates | |
|-----------------|-------|--|
| | | |

6. SUPPORTING STATEMENT

Drawing upon your experience, knowledge, skills and abilities, explain how you fulfill the requirements set out in the job description. Please demonstrate, using examples, your suitability for the position. Please include your reasons for applying for, and interest in, this position. (Experience may have been gained through paid or voluntary work, in or out of the home.) Please continue on separate A4 sheet if necessary.

Leisure activities/outside interests:

Other Subjects/Activities (in order of preference) you would both like to – and have the expertise – to teach at the School:

7. REFERENCES

Please supply names and contact details of at least two referees who can comment on your suitability for this position and attest to your professional and personal abilities. One should be your current or most recent employer. (Note: if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend.) Please note that these referees will be contacted if you are shortlisted for the post, and we would seek reference before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns to which you may have been subjected, and you should be aware that any previous employer may be contacted.

Name

Position

In what capacity do you know the referee:

Address

Telephone Number

E-mail Address

Name

Position

In what capacity do you know the referee:

Address

Telephone Number

E-mail Address

8. WORK PERMIT

| | | |
|--|-----|----|
| Do you need a work permit to work in UK? Please tick. | Yes | No |
| If yes, when does your current permit expire? | | |
| You will be required to produce documentary evidence of your legal rights to work in the UK (Section 8 – Asylum & Immigration Act) | | |
| For persons who are not British or EU nationals | | |
| If you have any conditions related to your employment please give full details: | | |
| | | |

9. DECLARATION

DISCLOSURE OF CRIMINAL BACKGROUND

Shrewsbury House operates checking procedures in accordance with the Home Office and DfE guidance. The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For such positions you are not entitled to withhold information about police cautions, 'bind-overs', or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence of 'bound-over' or given a caution?

Yes/No

If yes, please give details on a separate sheet and send it in a sealed envelope marked 'Confidential Disclosure'. I understand that if I am selected for appointment I will be required to obtain a DBS disclosure at the appropriate level.

DATA PROTECTION

By providing the information contained in this application form, I am consenting to its use for the purposes of processing my application. The information will be computerised and used for administrative purposes. The school's entry on the Public Register of Data Controllers may be viewed at www.ico.gov.uk.

I declare that all the information given by me in my application form is complete and correct, and that all the questions relating to me have been accurately and fully answered, and that I possess all the qualifications which I claim to hold. I declare that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed.....

Date.....

Print Name.....

Candidates applying for employment via e-mail will be required to sign and date this form if invited to attend interview.