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**Application for the post of**

**PA to the Headmistress**

**Closing date:**

**Name of Applicant:**

**Completing your application form**

Please complete the application form electronically in full. It is an essential part of our selection process and the information you give will help us to select candidates for interview. The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, Selection and Disclosure Policy and Procedures (available on our website at <https://www.stmh.co.uk/our-school/school-policies/>). The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. Please note that you are not limited by the size of the answer boxes; they will expand. This is particularly important for Section 6 onwards.

Please do not enclose a curriculum vitae (CV).

Please send a short letter with your application form choosing which aspects of your application you would like to highlight to the selection panel. Section 6 of the form also asks you to show how you meet the requirements of the role, giving examples where appropriate.

An information pack can be downloaded from [www.stmh.co.uk](http://www.stmh.co.uk)/vacancies or obtained from vacancies@stmh.co.uk.

Please email your completed application form and letter by email to vacancies@stmh.co.uk or by post to:

PA to Headmistress

St Mary’s School, Hampstead

47 Fitzjohn’s Avenue

London

NW3 6PG

All applications received by St Mary’s School, Hampstead are handled in accordance with the requirements of the Data Protection Act 2018.

1. **Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Surname: | | |
| Forenames: | | |
| Any Previous Surname(s): | | | |
| Preferred name: | | | |
| Address: | | | |
| Date of birth: | | | |
| *Please asterisk the telephone number you would prefer us to contact you on* | | | |
| Tel No (Home): | | | |
| Tel No (Work): | |  | |
| Mobile No: | |  | |
| Email: | |  | |
| Religion: | |  | |
| Are you eligible for employment in the UK? | | | Y/N |
| If you are not a British citizen, please provide details of your eligibility to work in the UK: | | | |
| Do you have Qualified Teacher status? | | | Y/N |

1. **Education and Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Senior school(s) attended** | Dates: mm / yy  From To | | A levels or equivalent,  dates awarded | Grades |
|  |  |  |  |  |
| Other achievements/interests at school | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University or other Higher Education institution** | Dates: mm / yy  From To | | Degree and Awarding Body,  dates awarded | Class |
|  |  |  |  |  |
| Other achievements/interests at university or other Higher Education institution | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied (please include any CPD). | | | |
| College, Education Centre or Institution | Dates: mm / yy  From To | | Award/Course Title and Qualification |
|  |  |  |  |

1. **Employment History**

Starting with your current / most recent position, please provide details of your employment since leaving full-time education. Note: please explain gaps between employments or between finishing education and first employment using Section 4.

|  |  |  |  |
| --- | --- | --- | --- |
| Current Position | | | |
| Dates of  Employment | | Name and Address of Employer | Job Title and brief summary of main responsibilities of the position |
| **From**  mm / yy | **To**  mm / yy |
|  |  |  |  |
| If applicable, please describe the type of school including age range, number of pupils, boarding, day, co-ed etc.: | | | |
| Current salary and package: | | | |
| Do you / did you receive any employee benefits? Y/N  If so, please provide details of these: | | | |
| Reason for seeking other employment: | | | |
| Notice period: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Positions – starting with most recent | | | |
| Dates of  Employment | | Name and Address of Employer | Job Title, brief summary of main responsibilities and reason for leaving |
| **From**  mm / yy | **To**  mm / yy |
|  |  |  |  |
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|  |  |  |  |

1. **Gaps between employments**

Please give details of any gaps between employments since leaving full-time education, eg looking after children, sabbatical year.

|  |  |  |
| --- | --- | --- |
| Start date  mm / yy | Finish date  mm / yy | Reason |
|  |  |  |

1. **Personal Statements**

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| --- |
| 6a. Please explain what attracts you to this position: |
|  |
| 6b. How do you feel your experience, skills and personal qualities qualify you for the role? |
|  |

1. **Personal Reflection**

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| --- |
| 7a. What have you most enjoyed about your career to date, and why? |
|  |
| 7b. What have you least enjoyed, and why? |
|  |

1. **Interest and activities**

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| --- |
| Please tell us about your interests and activities outside work: |
|  |

1. **Any other comments**

|  |
| --- |
| Are there any other comments that you would like to make about yourself or your application? |
|  |

1. **Referees**

Please provide the names and addresses of two referees (at least one to be from your current or most recent employer).

Your referee should normally be the Headteacher if the employer was a School.

If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children.

Neither referee should be a relative or someone known to you solely as a friend.

The School intends to take up references on all shortlisted candidates before interview.

The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

The School may also telephone your referees in order to verify the reference they have provided.

\* **IMPORTANT:** May we contact your referees directly, without seeking further notification from you? Please indicate yes or no in the [ ] alongside each name.

|  |  |  |
| --- | --- | --- |
| [Y/N]\* Name |  | [Y/N]\* Name |
| Address  Postcode |  | Address  Postcode |
| Tel No |  | Tel No |
| Email |  | Email |
| Occupation |  | Occupation |
| Professional relationship to applicant |  | Professional relationship to applicant |

1. **Other information**

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment, Selection and Disclosure Policy and Procedures and Child Protection & Safeguarding Policy is available for download from the School's website (<https://www.stmh.co.uk/our-school/school-policies/>). Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.

Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found here <https://www.stmh.co.uk/privacy/>.

|  |  |
| --- | --- |
| **Reasonable adjustments** |  |
| Do you have any disability that may require reasonable adjustments to be made during the selection process? If yes, please give details below: | Y/N |
| **Conflict of interest** | |
| Do you have any connection with St Mary’s School, Hampstead? If yes, please provide brief details below: | Y/N |

|  |
| --- |
| Please can you list below where you saw the advertisement for this role? |

1. **Safer recruitment and the requirement for enhanced Disclosure and Barring checks**

St Mary’s School, Hampstead is a “registered body” under the Police Act 1997 because employment there involves access to children under the age of eighteen. The post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974, so you are required to declare:

* All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
* All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at <https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/%20disclosing-criminal-records-employers/>.

If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's Recruitment, Selection and Disclosure Policy and Procedures.

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) and a check against the Children’s Barred List for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS. You will need to apply for a new disclosure, even if you already hold one. Former members of staff who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date.

If you have lived or worked abroad for any period during the past ten years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived or worked in.

It is a condition of your application that you answer the questions below.

|  |  |
| --- | --- |
| **Additional Identification** | |
| National Insurance Number:    DfE Number: | |
| **Disclosure and barring, sanctions, restriction and prohibition checks** | **Yes / No** – please delete as appropriate |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Y/N |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Y/N |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Y/N |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | Y/N |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | Y/N |
| **If answering "Y" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.** | |
| Is there any reason why you may not be suitable to work with children? If yes, please explain: | Y/N |
| Have there been any Child Protection concerns/investigations about you in the past? If yes, please explain: | Y/N |
| Have you have lived or worked abroad within the last ten years? If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies in which you have lived or worked and, for teaching candidates who have previously taught in the EEA, a letter of professional standing from the professional regulating authority of the teaching profession in any country where you have carried out teaching work. | Y/N |

1. **Declarations**

I confirm that this information is, to the best of my knowledge, true, correct and complete.

* I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that I must declare:
  + All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
  + All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

and either I have no convictions or cautions or I have attached details of any of these in a sealed envelope marked “confidential – not to be opened until the short-list stage if applicable”.

* I have not been disqualified from working with children, am not named on the Children’s Barred List and am not subject to any sanctions imposed by a regulatory body (e.g. the Teaching Regulation Agency (TRA)) in the UK or abroad.
* I understand that, if successful, I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS), and be checked against the Children’s Barred List.
* In addition to taking up references, the School may undertake an internet search of social media.
* I understand that the School are authorised to obtain references and may approach my nominated referees as indicated above for information to verify particular experience or qualifications.
* I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including anywhere the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, then I understand that a previous employer where I worked with children will be asked about those issues.
* I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been appointed; also in possible referral to the police.
* I agree that the organisation may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of the business.
* I understand that any offer of employment made by the School will be conditional on receipt of satisfactory references and medical report.

Signed ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_