



APPLICATION FORM

The Avenue Nursery and Pre-Preparatory School is committed to Safeguarding and promoting the welfare of children and all applicants must be willing to undergo child protection screening appropriate to the post, during the course of the recruitment process, including checks with past employers, the Disclosure and Barring Service, the Barred List and Prohibited List and Social Media Screening. Some of the information we are requesting you to provide on this form is for this purpose. Further details of this can be found in **Appendix 1** (Equal Opportunities) **See Attached:** (Social Media Screening Policy/Consent)

Position applied for: Reception Teacher		
1. Personal details		
Title:	Forename(s):	Surname:
Address:		Former name: (including maiden name)
Postcode:		Preferred name:
Mobile telephone:		Email:
National Insurance Number:		
How long have you lived at this address: If less than 5 years please provide all previous addresses for past 5 years.		
Previous address:		Previous address:
Postcode:		Postcode:
Length of time at address:		Length of time at address:
Do you have right to work in UK? Please provide details.		

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.



2. General

- Do you have Qualified Teacher Status? Yes No
Teacher registration number (*if applicable*)
- Do you have an accredited NVQ Level 3 certificate, or above, in childcare? Yes No
Please specify
- Please provide full details of membership of any professional bodies

3. Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications:

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

4. Professional Development

Long Courses (Attended during the last 3 years)

Name of Course (and award if gained)	Provider	Full time/Part time or seconded	From	To

Short Courses (Attended during the last 3 years)

Name of Course	Provider	Full Time/Part time or seconded	From	To

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.



5. Outside Interests

--

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

6. Further Education and Career History

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.

Employer/Training Establishment (including dates)	Position held (including subject taught and at which level)	Reason for leaving

If there is insufficient space, please continue on a separate sheet if **NECESSARY** giving page number and title heading.

Current Salary



Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

7. Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

8. Referees
Please provide at least two professional referees. One referee should be your current or most recent employer.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No.		Tel No.	
Email		Email	



9. 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. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

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.

8. Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that we will institute our own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of, an applicant's application; or
- we have serious concerns about an applicant's suitability to work with children.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (*e.g. the General Teaching Council for England, or the Teaching Regulation Agency*).

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.

Signature: _____

Date: _____

Please return your completed application form to: [Mrs Mary Fysh, office@avenueprep.co.uk](mailto:office@avenueprep.co.uk)

The Avenue Pre-Preparatory School and Nursery, 2 Highgate Avenue, London N6 5RX



EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application. The Avenue Pre-Preparatory School and Nursery recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community. You are not obliged to complete this form but it is helpful for us in maintaining equal opportunities and identifying and addressing barriers to workforce diversity, equity and inclusion.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information provided will be treated in strictest confidence and used as set out in our Recruitment Privacy Notice and Data Protection Policy. It will not be placed on your personnel file.

Please complete the form that is most appropriate for you. (Optional)

Position applied for:

White:

- British Any other white background*

Mixed:

- White and Black Caribbean White and Black African White and Asian
 Any other mixed background*

Black or Black British:

- Caribbean African Any other Black background*

Asian or Asian British:

- Indian Pakistani Bangladeshi
 Any other Asian background*

Chinese or other Ethnic Group:

- Chinese Other Ethnic Group*

Gender, please specify

Date of Birth



Do you consider yourself to have a disability:

Yes No

If yes, please state nature of disability:

The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities”.

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Reference:

Signature: _____

Date: _____

