



THE LADY ELEANOR HOLLES SCHOOL
Hampton Middlesex TW12 3HF



Tel: 020 8979 1601 Fax: 020 8941 8291
Email: pahm@lehs.org.uk

APPLICATION FORM: FRENCH ASSISTANT

PERSONAL DETAILS	
Surname	Forenames
Title (Mr/Mrs/Miss/Ms/Dr/Other)	Date of Birth (Optional)
Previous Names (if applicable)	National Insurance No:
Permanent Address	Address to which correspondence should be sent (if different)
Daytime Telephone No. Mobile Telephone No. Email Address: (Please tick your preferred method of contact)	
Are you legally eligible for employment in the UK	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a work permit to work in the UK	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details	
.....	
Have you ever been the subject of an investigation or enquiry by the Police or Local Authority in relation to child or children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details	
.....	
(Please continue on a separate sheet if necessary)	
Do you know, or are you related to, anyone currently employed or connected to the School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details	

DETAILS OF ALL QUALIFICATIONS AND EDUCATION ESTABLISHMENTS ATTENDED
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Education				
Name of School(s)	From	To	Subjects Taken	Qualifications and Grades Obtained*
				* If appropriate please show equivalence to UK qualifications

WORK EXPERIENCE				
Please supply a full history in chronological order (with start and end dates) of all employment, paid or voluntary, in which you have been involved.				
Present (or most recent) Employer				
Employer	Position Held	Main Duties / Responsibilities	From	To

ACTIVITIES AND INTERESTS

Please note here your leisure interests, sports, hobbies, other pastimes etc.

STATEMENT OF APPLICATION

Please describe your reasons for applying for this job. Please say how your skills and experience would make you a suitable French Assistant at The Lady Eleanor Holles School.

REFERENCES

Please give details of two people who can provide references - one of whom should be your most recent employer or teacher/lecturer
Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Referee 1

Referee 2

	Referee 1	Referee 2
Name		
Address		
Post Code		
Telephone		
Email Address		
Occupation		
Relationship to Applicant		

CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974

The Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

All applicants who are offered employment in posts involving access to children (whether teaching or support) will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

This means that **you are required to declare any convictions or cautions which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any cautions or bind-overs and any prosecutions pending against you.**

Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated in complete confidence. Details of any convictions or cautions should be provided in a sealed envelope addressed to the Bursar, marked CONFIDENTIAL and enclosed with this application.

DECLARATION BY THE APPLICANT

I agree that any offer of employment by The Lady Eleanor Holles School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical and police clearance (where appropriate).

By signing below you are confirming that: (i) you know of no reasons, on grounds of mental or physical health, why you should not be able to discharge the responsibilities required by the post in question; (ii) you understand that any offer of employment made by the school will be conditional on verification of medical fitness.

In accordance with the 1998 Data Protection Act, it is agreed that The Lady Eleanor Holles School may hold and use personal information about me for personal reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.

I have read the above notes on Criminal Convictions and agree to an enhanced Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

I confirm that:

- I have read and understand the LEHS Recruitment Procedures for Applicants
- I do not have any criminal convictions or cautions.
- I have read and understand the School's Safeguarding Policy
- I am not on List 99 or disqualified from working with children.
- I am not subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC).
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Delete any statement that does NOT apply to you

Signature:

Date:

Name (in capitals)

Please return the completed application form by post or email to: VKean@lehs.org.uk

Mrs Veronica Kean
The Lady Eleanor Holles School
Hanworth Road
Hampton
Middlesex
TW12 3HF