



COTHILL HOUSE

Position applied for:

Date:

Cothill House is part of the Prep Schools Trust
We are committed to the safeguarding and welfare of the pupils in our care.

Cothill House, Cothill, Oxfordshire, OX13 6JL Tel: 01865 390 800 Email: office@cothillpst.org www.cothillpst.org

Cothill House is part of the Prep Schools Trust • Registered Company No. 961616 • Registered Charity No. 309639

Personal Details

Surname Title			
Forename		(Maiden name)	
Date of Birth		NI number	
Nationality		Passport Number: Issue date and validity:	
Full Address Including Postal Code			
Telephone	Home	Mobile	Work
E-mail			Do you have QTS?
Teacher reference number if applicable			Yes No Please ✓ as appropriate

Current Employment Information (Attach extra sheets if necessary)

Current Salary		Required period of notice	
Position held		Employer	
Summary of duties			
Reason for leaving			

Formal Education and Qualifications

Name and location of School/College/University	Dates of attendance		Study/Qualification(s) gained e.g. Degree, NVQ, A Levels, GCSE
Please list most recent first	From	To	Please list the grades next to each qualification

Driver's Licence

Do you hold a valid and current British Driver's Licence?

Yes / No (Please ✓ as appropriate)

If Yes, please provide a copy to the Bursar.

Criminal Offences

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes / No (Please ✓ as appropriate)

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 Order 2020?

Yes / No (Please ✓ as appropriate)

If so, please give details. Please note that if you are successful in your application, an offer of employment will be conditional upon an enhanced criminal records check being obtained. Please see the statement on criminal records check detailed below.

Referees

(Please give full details including email and telephone numbers of two work-related referees)

Name, Address and Postal Code	Name, Address and Postal Code
A	B
Email address	Email address
Relationship to you Telephone:	Relationship to you Telephone:
May we contact the above person now? Yes / No (Please ✓ as appropriate)	May we contact the above person now? Yes / No (Please ✓ as appropriate)

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

I have not been disqualified from working with children, am not named on the Disclosure & Barring Service Children's Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the Teaching Agency), and **either** : (Please ✓ as appropriate)

I have no convictions, cautions or bind-overs

or

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential (please delete as appropriate)

I declare that the information given herein is to the best of my knowledge correct.

I understand that any deliberate mis-statement or concealment may disqualify me from being considered for this job, or lead to my dismissal if discovered after my engagement.

Signed*

Name _____

Date _____

*Please note: If the application is submitted electronically, you will be requested to sign the form if called for an interview.

end