

**APPLICATION FOR THE POSITION OF GAPPER**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | **Surname:** | | |
| **Title:** | **First Names:** | | | | | | **Known as:** | | | |
| **Current Address:** | | | | | **Home address if different:** | | | | |
| **At home address since**: ………………………... (month) ………………… (year)  *(You will be required to provide a 5-year address history to apply for a UK Criminal Records Disclosure)*. | | | | | | | | | |
| **Mobile no:** | | | | | **Home telephone no:** | | | | |
| **Emails:** | | | | | **Skype Name:** | | | | |
| *If using a school email, please also provide a* ***personal email address.*** | | | | | **Nationality:** | | | | |
| **Date of Birth:** | | | | | *Please note that you must be* ***over 18*** *to be eligible for a Gapper position at Summer Fields.* | | | | |
| **Have you lived overseas in the last five years? Yes / No** | | | | | | | | | |
| **Education and Qualifications** | | | | | | | | | |
| **School/College attended (from age 11)** | | **From:**  **mm/yy** | **To:**  **mm/yy** | **Subjects studied** | | | | | **Grade**  **(where applicable)** |
|  | |  |  |  | | | | |  |
|  | |  |  |  | | | | |  |
|  | |  |  |  | | | | |  |
|  | |  |  |  | | | | |  |
|  | |  |  |  | | | | |  |
| **Additional qualifications:** e.g. sporting, musical etc. | | | | | | | | | |
| **Course Title** | | | | | | **Duration & Dates** | | **Award** | |
|  | | | | | |  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | | | | | |  | |  | |

*If necessary, please continue on a separate sheet.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment / Work Experience / Voluntary Work**  Please enter details in chronological order (with start and end dates), beginning with your most recent. Voluntary or work experience should be clearly indicated as such. | | | | |
| **From:**  **mm / yy** | **To:**  **mm / yy** | **Name of company / employer** | **Position** | **Reason for leaving** |
|  |  |  |  |  |
| **Describe the work that you did.** | | | | |
| **From:**  **mm / yy** | **To:**  **mm / yy** | **Name of company / employer** | **Position** | **Reason for leaving** |
|  |  |  |  |  |
| **Describe the work that you did** | | | | |
| **From:**  **mm / yy** | **To:**  **mm / yy** | **Name of company / employer** | **Position** | **Reason for leaving** |
|  |  |  |  |  |
| **Describe the work that you did** | | | | |
| **Key Strengths and Achievements** | | | | |
|  | | | | |
| **Positions of Responsibility Held** | | | | |
|  | | | | |

*If necessary, please continue on a separate sheet.*

|  |
| --- |
| **Personal Statement in Support of Application**  Please state your reasons for applying for this post, outlining particular skills and experiences gained and the personal qualities you would bring to the school. |
| **Extra-Curricular Activities** Please give details of any extra-curricular interests (e.g. sports, music, arts, games or hobbies).  **Please also give full details of your swimming ability.** |
| **Pastoral** Please tell us about any responsibilities you have had dealing with children. |
| **Existing Contacts within the School** Please indicate if you know any existing or previous employees or Governors at the school, and if so, how you know them. |
| **What are your plans after your Gap year?** |
| **Health** Do you ever suffer from any medical condition which may prevent you from giving effective, continuous service to Summer Fields? **Yes / No**  (if yes, please provide full details). |
| In accordance with guidance published by the DfE, any offer of employment made by the school will be conditional upon the school verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire. |

*If necessary, please continue on a separate sheet.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **References:-** to be personally addressed to **Mr David Faber, Headmaster** | | | | | |
| Please supply the names and contact details of 3 people who we may contact for references. One of these must be your current or most recent Headteacher or someone in a position of authority at your school. If you have worked with children in the past, one referee should be the employer with whom you were most recently employed working with children. **No referee should be a relative or someone known to you solely as a friend.** **Referees must confirm that they know of no reasons why you should not be responsible for the care of children**. The School will take up references from all shortlisted candidates and any offer of employment will be conditional upon the School receiving satisfactory references. | | | | | |
| **Referee 1** |  | | | | |
| **Name & position** | | **Contact details** | **Dates known** | | **In what connection known?** |
| Mr /Mrs /Ms / Miss | |  |  | |  |
| **Telephone** (with UK code): | |  | **E-mail:** | |  |
| **Referee 2** | |  | | | |
| **Name & position** | | **Contact details** | **Dates known** | | **In what connection known** |
| Mr /Mrs /Ms / Miss | |  |  | |  |
| **Telephone** (with UK code): | |  | **E-mail:** | |  |
| **Referee 3** |  | | | | |
| **Name & position** | | **Contact details** | **Dates known** | | **In what connection known** |
| Mr /Mrs /Ms / Miss | |  |  | |  |
| **Telephone** (with UK code): | |  | **E-mail:** | |  |
|  | | | | | |
| **Criminal Record** | | | | | |
| Summer Fields is committed to safeguarding and promoting the welfare of children. Any offer of employment is conditional upon the School receiving a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and a satisfactory Barred List check. The amendments to the Exceptions Order 1975 (2013) provide that certain spent cautions and convictions are “protected”, however you are required to declare unprotected spent convictions, cautions, reprimands, and final warnings. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS. If you have a criminal record this will not automatically debar you from employment.  **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** Yes / No  **Is there any relevant court action pending against you?** Yes / No  If “yes” to either, provide details on a separate sheet in a sealed envelope marked “confidential” with your application form. | | | | | |
| **Candidate’s Declaration** | | | | | |
| * I confirm that the above information is complete, that any untrue or misleading information may render this application and any subsequent employment invalid and subject to summary termination and possible referral to the police. * I have not been disqualified from working with children; am not named on the DfE Barred List or Prohibition Order and am not subject to any sanctions imposed by a regulatory body * I understand that any offer of employment made by the school will be conditional on the receipt of satisfactory references and verification of medical fitness. | | | | | |
| **Signed:** | | | | **Date:** | |