

APPLICATION FORM

Application for the role of: **Secretary André Malraux**

Lycée Français Charles De Gaulle
35 Cromwell Road
Londres, SW7 2DG

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The Lycée is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to satisfactory enhanced DBS (Disclosure and Barring Service) check. (This procedure is undertaken by the Lycée).

Additionally, anyone who has resided outside the UK will be asked to provide a criminal record from their country of residence.

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This form should be returned to the school according to the instructions of the job offer.

1. PERSONAL DETAILS

(Please complete this section in BLOCK CAPITALS)

SURNAME:

Name:

Title (Mr/Ms):

Address:

Post Code: City: Country:

Telephone number:

Mobile number:

Email:

2. PRESENT POST

(Or most recent if you are unemployed)

Employer's name:

Employer's address:

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Employer's telephone: email:

Post held:

From: to:

Hours/week:

Responsibilities/duties (Team supervision, Project management, etc.):

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3. PREVIOUS EXPERIENCE

(If part time appointment, please state and give details. All gaps in employment must be explained.)

From	To	Number of Years	Employer + location (country)	Hours /week	Position Held

4. COMPUTER LITERACY

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Level in French (Oral, written) :

Level in English (Oral, written) :

5. EDUCATION, DIPLOMAS, QUALIFICATIONS

*(Details of all courses studied, including those NOT completed successfully must be given.)
(Confirm school name, dates of attendance, expected diploma, result/grade and date acquired)*

Secondary School/College:

Further and higher education:

Other qualifications:

6. DETAILS OF RELEVANT IN-SERVICE COURSES ATTENDED IN THE PAST 5 YEARS

(Including dates and providers)

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7. OTHER RELEVANT INFORMATION

(IT skills, hobbies, activities not already mentioned and especially to explain any gaps in employment or educational history above)

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8. REHABILITATION OF OFFENDERS ACT 1974

The post you are applying for involves access to children and is exempt from the *Rehabilitation of Offenders Act 1974*. Your employment is subject to satisfactory enhanced Disclosure and Barring Service check with barred list check and is subject to the requirements set out in the *Education (Prohibition from Teaching or Working with Children) Regulations 2003* (as amended). You are required to inform us immediately if you are the subject of a police investigation or receive any conviction or caution. *More information about DBS filtering guidelines is available [here](#).*

Should you fail to do so, or should you provide incorrect information, the Lycee reserves the right to terminate your employment without notice.

If you have nothing to declare, please write 'NONE' below.

Nature of offence	Date	Sentence

9. INTERNET ACTIVITY

In line with the statutory guidance set out in paragraph 221 of "[Keeping children safe in education 2023](#)" a search about your online presence will be carried out during the recruitment process.

Therefore, if an offer is made to you, it will be conditional on the results of this search. The results obtained can be discussed with you.

10. REFERENCES

Please give the names of two professional referees (these should be persons of appropriate standing with direct knowledge of your professional work and should include your current employer). References from family members or friends will not be accepted. **It's must be managers.**

Please note if you are shortlisted, we will contact one of your referees prior to interview.



Name: Mr/Ms Position:

In what capacity do you know this person?

Can this person be contacted prior to interview? YES / NO

Company name or school name:

Address:

Telephone: email:

Name: Mr/Ms Position:

In what capacity do you know this person?

Can this person be contacted prior to interview? YES / NO

Company name or school name:

Address:

Telephone: email:

11. LETTER OF APPLICATION

*Please refer specifically to the job description to demonstrate your capacity to meet the requirements.
Give the reasons why you apply for this position.*

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How did you hear about this job vacancy?

1. Word of mouth :
2. Lycée's website :
3. Another website/social platform – please **specify** :
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13. DECLARATION

I declare that, to the best of my knowledge, the information I have provided on this form is correct and that I am not barred from or inapt to work with children.

I understand that giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to my dismissal

SIGNATURE DATE