



**Application Form**

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| **Name** |  |
| **Post Applied For** |  |
| **Date** |  |
| **Where seen advertised** |  |

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| **Personal Details** | | | | | |
| First Name(s) |  | | Surname | |  |
| Title (Dr/Mr/Mrs/Ms) |  | | Former Surname (s) | |  |
| Home Telephone Number |  | | Mobile Telephone Number | |  |
| Work Telephone  Number |  | | Email Address |  | |
| Home Address |  | | Previous Address  (if resident at current address for less than five years, please provide any previous address during this period; continue on separate sheet if necessary) | |  |
| National Insurance Number | | |  | | |
| DfE Reference Number (teaching post only) | | |  | | |
| Do you have Qualified Teacher Status? | | | Yes No | | |
| Are you an NQT | | | Yes No | | |
| Do you have the right to work in the UK? | | | Yes No | | |
| Are you, to your knowledge, related to any employee of the school or are you a current parent? | | | Yes No | | |
| If yes, please enter details: | |  | | | |
| Please indicate if you know any existing employees or governors at the school | | | Yes No | | |
| If yes, please enter details: | |  | | | |

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| **Employment History** | | | | | | | | |
| Please supply a ***full history in chronological order*** of all training, further education, employment, self-employment and any periods of unemployment since leaving school. Please provide where appropriate, explanations for any periods not in employment, self-employment or further education or training, and in each case, any reasons for leaving employment. | | | | | | | | |
| **Current/most** recent employer |  | | | | | | | |
| **Current/most** recent employer’s address |  | | | | | | | |
| **Current/most** recent job title |  | | | | | | | |
| Current salary and grade/salary and grade on leaving |  | | | | | Date of appointment -**Month / Year** | |  |
| Reason for seeking new employment |  | | | | | Date of leaving (if applicable)  **Month / Year** | |  |
| When would you be available to take up employment if offered the post? | | |  | | | | | |
| Please give a brief description of your present duties and responsibilities. | | | | | | | | |
|  | | | | | | | | |
| **Previous employment and/or activities since leaving secondary education (continue on separate sheet if necessary)** | | | | | | | | |
| Name and address of **employer** | | Start date  **Month/Year** | | Finish date  **Month/Year** | Position held | | Reason for leaving | |
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| **Education (most recent first)** | | | |
| University, College or School | Start date  **Month / Year** | Finish date  **Month / Year** | Qualifications achieved |
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| **Additional qualifications** | | |
| Awarding body | Qualification | Year awarded |
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| **Membership of professional bodies** | | |
| Professional body | Membership status | Year awarded |
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| **Training and short courses (work and outside work) relevant to this application** | | |
| Training organisation | Details of training | Date |
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| **Reasons for applying for this post** | | | | | | | |
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| **References** | | | | | | | |
| Please provide contact details for at least ***two referees****.* One referee should ***be your current or most recent employer.*** If you are ***not currently working with children*** but have done so in the past, ***one referee must be from the employer by whom you were most recently employed to work with children.*** Please note that references will not be accepted from relatives or referees writing solely in the capacity of friends. The school will take up references for ***all shortlisted candidates before interview*** unless notified at the time of application of any special circumstance. The school reserves the right to take up references from any previous employer. | | | | | | | |
|  | | | | | | | |
| Name |  | | | | | | |
| Organisation |  | | | | | | |
| Referee’s position in the organisation |  | | | | Relationship to you | |  |
| Address |  | | | | | | |
| Postcode |  | Email |  | | | | |
| Telephone |  | | | Mobile | |  | |

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| Name |  | | | | | | |
| Organisation |  | | | | | | |
| Referee’s position in the organisation |  | | | | Relationship to you | |  |
| Address |  | | | | | | |
| Postcode |  | Email |  | | | | |
| Telephone |  | | | Mobile | |  | |

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| Name |  | | | | | | |
| Organisation |  | | | | | | |
| Referee’s position in the organisation |  | | | | Relationship to you | |  |
| Address |  | | | | | | |
| Postcode |  | Email |  | | | | |
| Telephone |  | | | Mobile | |  | |

**Recruitment**

Rye St Antony is an Equal Opportunities employer and is committed to ensuring that all job applicants are treated fairly.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Please read the school’s *Recruitment of Staff Policy* and *Safeguarding Policy*, copies of which are available to download from the [Staff Vacancies](https://www.ryestantony.co.uk/about-us/staff-vacancies/) page of the school’s website.

If you are appointed to the post, the school will retain the information provided on this form on your personnel file, which will be stored securely. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. Please see the *Privacy Notice* *for Staff* on the [Staff Vacancies](https://www.ryestantony.co.uk/about-us/staff-vacancies/) page of the School’s website.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (as amended) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

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| **DECLARATION**  I confirm that the information I have provided on this application form is complete and accurate. I understand that any offer of employment is subject to a) references which are satisfactory to the School b) a satisfactory DBS certificate including a check of the Barred List c) the entries on this form proving to be complete and accurate d) a declaration of medical fitness and a medical report, if appropriate e) any relevant overseas information and any further checks relevant to the post for which I am applying.  I consent to the school processing the information provided on this form and any supplementary material provided by me, including the processing of any ‘sensitive’ data, to the extent necessary for the recruitment process.  I consent to the school making direct contact with my referees to verify the reference. | |
| Signed: | Date: |

**Electronic receipt of this form by the school will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above. If you are shortlisted for interview you will be required to sign a hard copy of this application at the point of interview.**