

APPLICATION FORM

At the Royal Hospital School we are committed to promoting safeguarding and the welfare of our pupils. All applicants must be willing to undergo child protection screening, including the Disclosure and Barring Service (DBS).

Please ensure you fill in **all** the sections of the application form.

NEW APPLICATION

EXISTING APPLICATIONS

NEW APPLICATION

Personal Information

Employment History

Education, Qualifications & Skills

Personal Statement

References

Working with children &/or
vulnerable adults

Criminal Convictions

Reasonable Adjustment

Declaration



PERSONAL INFORMATION

Section 1 of 9

Position applied for:

Title*:

Forename*:

Middle name:

Surname*:

Any former
name(s):

Current address*:

Contact telephone
number(s)*:

Email*:

National Insurance
Number:

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Do you have the right to take up employment in the UK?*

YES

Are you related to, or do you maintain a close relationship
with, an existing employee, volunteer, governor or

YES

If yes, please
provide details:

Teacher reference number (TRN) or
Department for Education number:

SAVE & CONTINUE



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EMPLOYMENT HISTORY

Section 2 of 9

Please supply a full history of employment, training or unemployment since leaving secondary education. Where appropriate, provide explanations for any periods you were not in employment, self-employment or further education/training.

CURRENT OR MOST RECENT EMPLOYMENT

Name of current/most recent employer:

Address*:

Postcode*:

Job title*:

Salary*:

(current or on leaving)

Date started*:

Date left:

(if appropriate)

Please give details
of employee
benefits:

Brief description of duties and responsibilities:

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CURRENT OR MOST RECENT EMPLOYMENT

Brief description of duties and responsibilities:

Reason for leaving:

Notice period*:

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PREVIOUS EMPLOYMENT

Begin with your most recent employment:

Date started:

Date left:

Position held and main duties:

Name of employer:

Address:

Reason for leaving:

ADD NEW EMPLOYMENT

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Reason for leaving:

ADD NEW EMPLOYMENT

If there are any gaps in your employment history, such as a career break, please provide full details of the dates and what you were doing:

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EDUCATION, QUALIFICATION & SKILLS

Section 3 of 9

Please include Secondary, Further and Higher Qualifications, including professional teaching qualifications (most recent first)
- include GCSEs / O Levels and A Levels.

Name of School or College:

Date from:

Date to:

Examinations passed/Qualifications obtained:

ADD NEW

FOR TEACHING POSTS

Do you have qualified teacher status?

YES 

CONTINUING PROFESSIONAL DEVELOPMENT UNDERTAKEN

WITHIN THE LAST 5 YEARS

Date from:

Date to:

Examinations passed/Qualifications obtained:

SAVE & CONTINUE

Personal Information



Employment History



Education, Qualifications & Skills



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EDUCATION, QUALIFICATION & SKILLS

Section 3 of 9

Please include Secondary, Further and Higher Qualifications, including professional teaching qualifications (most recent first)
- include GCSEs / O Levels and A Levels.

ADD NEW

FOR TEACHING POSTS

Do you have qualified teacher status? **YES** v

CONTINUING PROFESSIONAL DEVELOPMENT UNDERTAKEN

WITHIN THE LAST 5 YEARS

Date from: Date to:

Details of activity:

ADD NEW

SAVE & CONTINUE

Personal Information



Employment History



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PERSONAL STATEMENT

Section 4 of 9

In this section please provide evidence and give specific examples of how you meet the essential and desirable criteria set out in the Job Description. Clearly explain how your experience, knowledge and skills make you a suitable candidate for this role. Remember to include details of paid/unpaid work as well as other activities relevant to the position (no more than 350 – 400 words).

SAVE & CONTINUE

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Employment History



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PERSONAL STATEMENT

Section 4 of 9

FOR TEACHING POSTS

How would you contribute to the wider life of the School?

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Personal Information



Employment History



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REFERENCES

Section 5 of 9

Please supply the names and contact details of two people whom we may contact for references. Your first referee must be your current or most recent employer. If your current/most recent employment does/did not involve work with children and you have previously worked with children, your second referee should be from the employer with whom you most recently worked with children. No referee should be a relative or someone known to you solely as a friend.

Please note the School is required, in line with Keeping Children Safe In Education, to take up references from all shortlisted candidates before interview.

CURRENT/MOST RECENT EMPLOYER

Name*:

Contact telephone
number(s)*:

Position*:

Organisation*:

Email:

Address*:

Postcode*:

OTHER REFEREE

Name*:

Contact telephone

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WORKING WITH CHILDREN &/OR VULNERABLE ADULTS

Section 6 of 9

Please give a contact name and telephone number for all organisations, not listed above, that you have worked for which involved working with children and / or vulnerable adults.

Name of organisation:

Postcode:

Contact Name:

Position:

Contact telephone number:

ADD NEW

SAVE & CONTINUE

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CRIMINAL CONVICTIONS

Section 7 of 9

Please give details of any criminal convictions, cautions, bind overs or reprimands below. As you are applying for a position at a school, where you are likely to have contact with children **you must always declare any convictions, cautions, bind overs, reprimands or final warnings, which would not be filtered in line with the current Rehabilitation of Offenders Act guidance.**

DETAILS OF CRIMINAL CONVICTIONS, CAUTIONS, BIND OVERS, REPRIMANDS OR FINAL WARNINGS

Have you been convicted by the courts of any criminal offence?

YES ▼

Is there any relevant court action pending against you?

YES ▼

Have you ever received a caution, reprimand or final warning from the police?

YES ▼

If you have answered 'yes' to any of the above, please provide details:

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REASONABLE ADJUSTMENT

Section 8 of 9

Do you require any reasonable adjustments to be made to facilitate you attending interview?

YES v

If 'yes', please provide details:

Additionally, please provide details and outline practical steps, if any, that you would like the School to take to ensure that the post is accessible to you:

SAVE & CONTINUE

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DECLARATION

Section 9 of 9

I confirm that the information I have given on this application form is true and correct to the best of my knowledge. YES v

I confirm that I am not on the DBS Children’s Barred List or DBS Adults’ Barred List and I am not disqualified from working with children or subject to sanctions imposed by a regulatory body. YES v

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. YES v

I consent to the School processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. YES v










I consent to the School making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position. YES v

I consent to the School making direct contact with the people specified as my referees to verify the reference. YES v

Signature:

Date:

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VACANCIES

Teacher of Physics

Part-time Teacher of Mathematics

Housemaster/mistress - Hawke

ICT Technician

Morning Cleaner

Chef de Partie

EXISTING APPLICATIONS

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LOGIN/REGISTER

LOGIN

Email:

Password:

LOGIN

REGISTER

Email:

Password:

Retype password:

Please enter the following:

I want A job

REGISTER

VACANCIES

Teacher of Physics

Part-time Teacher of Mathematics

Housemaster/mistress - Hawke

ICT Technician

Morning Cleaner

Chef de Partie

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OPEN APPLICATIONS

TEACHER OF PHYSICS

CLOSING DATE: 03/03/18, 12 NOON

80% COMPLETE

EDIT APPLICATION

PRINT APPLICATION

SEND APPLICATION

HOUSEMASTER/MISTRESS – HAWKE

CLOSING DATE: 12/03/18, 12 NOON

100% COMPLETE

EDIT APPLICATION

PRINT APPLICATION

SEND APPLICATION