

For HR use only

Candidate



## 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 complete this application form in **black ink** or **type**.

Position applied for:

### PERSONAL INFORMATION

Title:  First name:

Middle name(s):  Surname:

Any former name(s):

Current address:

Postcode:  Contact telephone number(s):

Email:  National Insurance number:

Do you have the right to take up employment in the UK? Yes ☐ No ☒ R

Are you related to, or do you maintain a close relationship with, an existing employee, volunteer, governor or trustee of the School? Yes ☐ No ☒ R

If yes, please provide details:

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

REQ FOR  
OPTIONAL FOR OTHERS

## EMPLOYMENT HISTORY

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: R

Address: R

Postcode: R

Date started: MONTH + YEAR

Date left (if appropriate): MONTH + YEAR

Job title: R

Salary (current or on leaving): R

Please give details of any employee benefits: 0 (ONLY ON FIRST)

Brief description of duties and responsibilities:

R

Reason for leaving / seeking other employment:

R

Notice period: ONLY ON FIRST

ADD ADDITIONAL  
EMPLOYMENT. (DUPLICATE ABOVE)

PREVIOUS EMPLOYMENT:  
(beginning with your most recent employment)

Dates to and from	Name and address of employer	Position held and main duties	Reason for leaving

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.

0

EDUCATION, QUALIFICATIONS AND SKILLS

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

Date		Name of School or College	Examinations passed / Qualifications obtained
From	To		
MONTH + YEAR	MONTH + YEAR		

+ QUAL TYPE  
DROP DOWN  
(PHD, MASTERS, DEGREE, PGCE, OTHER)

FOR TEACHING POSTS

Do you have qualified teacher status?

Yes ☐ No ☐ R

CONTINUING PROFESSIONAL DEVELOPMENT UNDERTAKEN  
(within last 5 years)

Date		Details of activity
From	To	
MONTH + YEAR	MONTH + YEAR	

## PERSONAL STATEMENT

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).

R

SHOW WORD COUNT

FOR TEACHING POSTS

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

R

## REFERENCES

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:		Position:	
Organisation:			
Address:	R		
Postcode:		Contact telephone number(s):	
Email:			


### OTHER REFEREE

Name:		Position:	
Organisation:			
Address:	R		
Postcode:		Contact telephone number(s):	
Email:			

ADD ADDITIONAL REFEREES (OPTIONAL)

# WORKING WITH CHILDREN AND /OR VULNERABLE ADULTS

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 and postcode	Contact name	Position	Contact telephone number
			

## CRIMINAL CONVICTIONS

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 ☐ No ☐

R

Is there any relevant court action pending against you?

Yes ☐ No ☐

R

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

Yes ☐ No ☐

R

If you have answered 'yes' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' and your name, and enclose it with your application form (or separately if emailing application).

## REASONABLE ADJUSTMENT

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

Yes

☐

No

☐

R

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:

## DECLARATION

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- 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.
- 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.
- 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.
- 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.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Yes

☐

No

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Yes

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No

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Yes

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No

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Yes

☐

No

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Yes

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No

☐

Yes

☐

No

☐

R

Signature:

Date: