

APPLICATION FOR EMPLOYMENT

Name:

Position applied for:

Closing Date:

Section 1 - Personal details

<p>Title:</p> <p>Dr/Mr/Mrs/Miss/Ms</p>	<p>Forename(s):</p>	<p>Surname:</p>
<p>Date of birth:</p>	<p>Former name:</p>	
	<p>Preferred name:</p>	
<p>Address:</p>	<p>National Insurance number:</p>	
	<p>Are you currently eligible for employment in the UK?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please provide details:</p>	
<p>Telephone number(s):</p> <p>Home:</p> <p>Work:</p> <p>Mobile:</p> <p>Email address:</p>	<p>Teacher's R P number (if applicable):</p>	
	<p>Are you registered with the GTC for England or Wales?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
	<p>Do you have Qualified Teacher status?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details.</p>		

Section 2 - Education

Please start with the most recent

Name of school/college/university	Dates of attendance	Examinations									
		Subject	Result	Date	Awarding body						
	From: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> To: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>										
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Section 3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment

Current/most recent employer:	Current/most recent employer's address:
Current/most recent job title:	Date started:
Brief description of responsibilities:	Date employment ended (if applicable):
Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these.
Reason for seeking other employment:	
Please state when you would be available to take up employment if offered:	

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Section 5 - Previous employment and/or activities since leaving secondary education
 Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving			
From: dd/mm/yy						
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Section 6 - Gaps in your employment
 If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

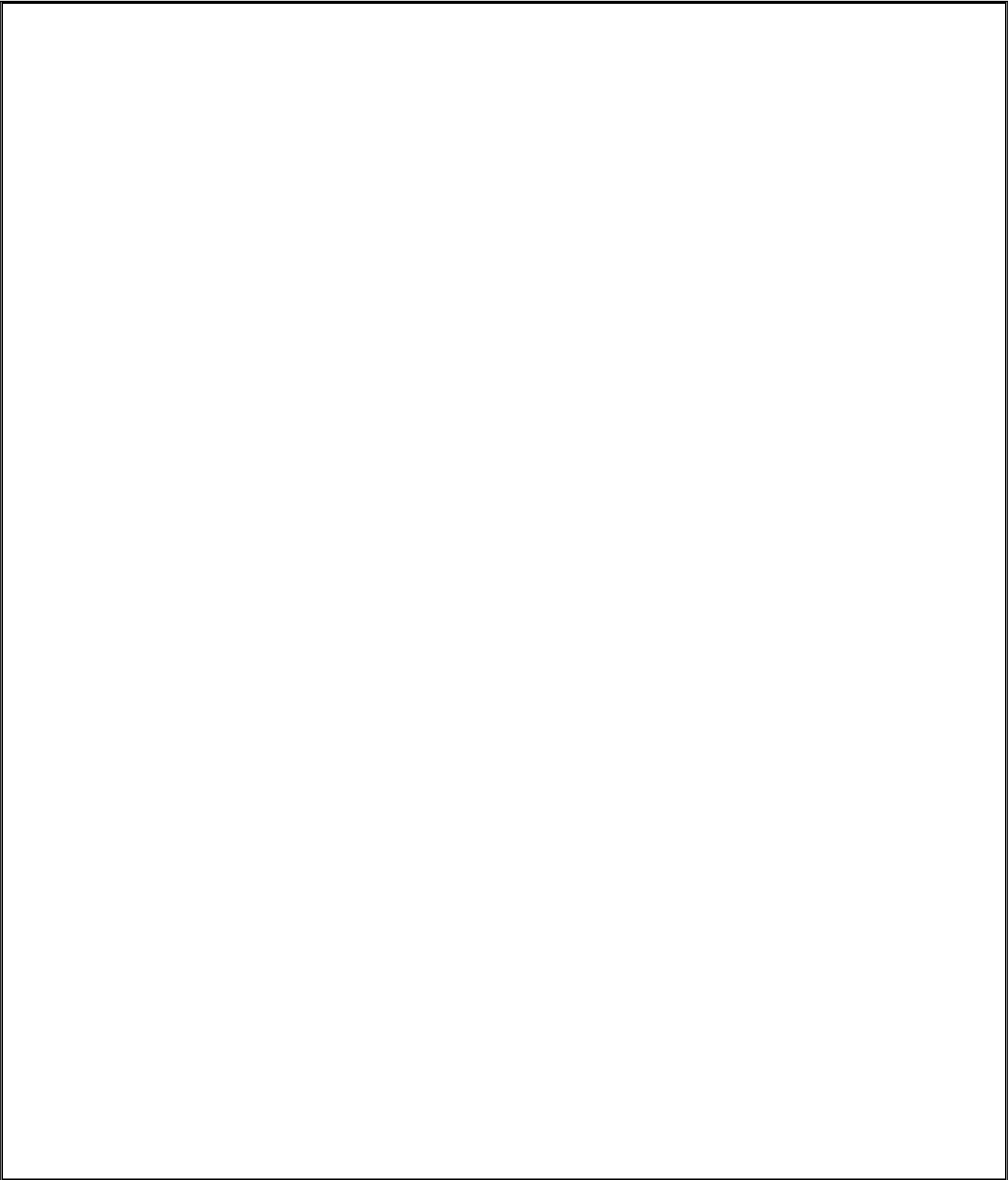
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Section 7 - Interests
 Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity

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Section 8 - Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.



Section 9 - Criminal records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the CRB which the School considers to be satisfactory. If you are successful in your application you will be required to complete a Criminal Records Bureau Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Section 10 - References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Email:	Email:
Telephone number:	Telephone number:
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 11 - Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

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.

A copy of the School's Recruitment Policy is enclosed with this Application Form. Please take the time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 12 - 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 either the ISA Children's Barred List or the ISA Vulnerable Adults Barred List, disqualified from work 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 the people specified as my referees to verify the reference.

Signature

Date

Equal Opportunities Monitoring Form

Rydal Penrhos School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age.

This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. These objectives comply with the requirements of the Equality Act 2010.

Please return this form in the separate envelope provided. This form is used solely for monitoring purposes. It will be kept securely and not opened until the recruitment process is complete.

We would be grateful if you would fill in this form and return it with your Application. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. Thank you for your assistance.

Please complete in block capitals or typescript, ticking the boxes which most closely relate to you.

1. Please state which job you have applied for and the date of your application.

Job applied for:.....

Date of application:.....

2. Where did you hear about the job for which you have applied?

Newspaper (please specify which one)

School website Agency

Friend

Other (please specify)

3. What is your gender (please tick)?

Male

Female

If you are currently undergoing the process of gender reassignment, please tick your future gender.

4. Is your age between (please tick)?:

- | | | | | | |
|-------|--------------------------|-------|--------------------------|------------|--------------------------|
| 16-24 | <input type="checkbox"/> | 25-34 | <input type="checkbox"/> | 35-44 | <input type="checkbox"/> |
| 45-54 | <input type="checkbox"/> | 55-64 | <input type="checkbox"/> | 65 or over | <input type="checkbox"/> |

5. How would you describe your nationality and/or ethnicity (please tick)?

- | White: | | Black or Black British: | | Chinese or other ethnic group: | |
|--------------------------------------|--------------------------|--------------------------------|--------------------------|---------------------------------------|--------------------------|
| British — English, Scottish or Welsh | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | African | <input type="checkbox"/> | Any other ethnic group | <input type="checkbox"/> |
| Any other white background | <input type="checkbox"/> | Any other Black background | <input type="checkbox"/> | | |
| Mixed race: | <input type="checkbox"/> | Asian or Asian British: | <input type="checkbox"/> | | |
| White and Black Caribbean | <input type="checkbox"/> | Indian | <input type="checkbox"/> | | |
| White and Black African | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | | |
| White and Asian | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> | | |
| Any other mixed background | <input type="checkbox"/> | Any other Asian background | <input type="checkbox"/> | | |

6. How would you describe your sexual orientation (please tick)?

- | | | | | | |
|--------------|--------------------------|-------------------|--------------------------|---------|--------------------------|
| Heterosexual | <input type="checkbox"/> | Bisexual | <input type="checkbox"/> | Lesbian | <input type="checkbox"/> |
| Gay | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> | | |

7. How would you describe your religion (please tick)?

My religion is:.....

- I am not religious
- Prefer not to say

8. The Equality Act defines a disability as a "physical or mental impairment" which "has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, over 12 months or for the rest of the life of the person affected. Do you consider yourself to have a disability as defined under the Equality Act (please tick)?

Yes No

I used to have a disability but have now recovered

Don't know

9. If you answered "Yes" to question 8, please give brief details of your condition

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.....
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10. For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Rydal Penrhos School processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Signed

Dated