



APPLICATION FOR EMPLOYMENT

Name:

Position applied for:

Closing Date:

Section 1 – Personal details		
Title:	Forename(s):	Surname:
Date of birth:	Preferred name:	National Insurance number:
Address:		Home telephone number:
		Mobile telephone number:
		Email address:
Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you registered with the GTC or ECW? Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher's R P number (if applicable):		Do you have Qualified Teacher Status? Yes <input type="checkbox"/> No <input type="checkbox"/>
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.		

Section 2 – Education & Training				
Name of school/college/university	Examinations			
	Subject:	Result:	Dates from & to:	Awarding Body:
Other vocational qualifications or training				
Please provide details of any vocational qualifications or training that you have received which you consider to be relevant to the role for which you have applied.				

Section 4 – Employment History

Current/most recent employer:		Current/most recent employer's address:	
Current/most recent job title:		Date started:	
Leaving date (if applicable):		Notice period:	
Salary & benefits:			
Description of responsibilities:			
Reason for seeking other employment:			

Previous employment and/or activities since leaving secondary school
Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving			
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Gaps in your employment history
If there are any gaps in your employment history, e.g., looking after children, sabbatical year, please give details and dates.

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Section 5 – 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 No

May we contact prior to interview? Yes No

Section 4 - 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 a separate sheet if necessary.

Interests

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

Section 5 – Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from The Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These 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 the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked to provide details 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.

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

Section 6 – Recruitment

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, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability, or age.

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.

Section 7 – 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