



The Harroddian School

ADMIN/SUPPORT STAFF APPLICATION FORM

Please complete the form in BLACK INK or TYPESCRIPT

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|--|--|
| APPLICATION FOR THE POST OF: | |
| Where did you first learn about this vacancy? | |

PERSONAL DETAILS

| | |
|--------------------|-----------------|
| Surname and title: | First name(s): |
| Former names: | Preferred name: |
| Home Address: | Date of Birth: |
| | Telephone no: |
| | Email: |

Are you eligible for permanent employment in the UK?

If not a UK passport holder, please provide details of your right to work in the UK

CURRENT EMPLOYMENT (or most recent employment)

| | |
|--|--|
| Organisation: | Address: |
| Telephone no: | Contact email address: |
| Job Title, status and details of responsibilities: | Date of appointment: |
| | Full/Part-time: |
| | Current salary/salary on leaving |
| | Period of Notice: |
| | Date employment ended (if applicable): |
| | Reason for seeking new employment |

PREVIOUS EMPLOYMENT (in chronological order)
 Please continue on a separate sheet if necessary

| Dates From To | Name of Employer | Ages Taught | Post Held | F/T or P/T | Reason for Leaving |
|-----------------------|------------------|----------------|-----------|------------------|--------------------|
| | | | | | |
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OTHER TRAINING IN LAST 5 YEARS (including courses and seminars)
 Please provide details of any vocational or professional qualifications or skills which you consider to be relevant to the position for which you have applied.

Course Details and Dates Attended:

HIGHER EDUCATION

| Place of Study | Dates of Attendance | Main Subjects | Subsidiary Subject/s | Qualification gained (e.g. Degree, Cert, Diploma) | Class |
|----------------|------------------------|---------------|----------------------|--|-------|
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SECONDARY AND FURTHER EDUCATION WITH EXAMINATION RESULTS
 Subjects passed with grades (e.g. O/A Level/GCSE/GNVQ)

| School/College attended: | Subjects taken | Examinations passed | Dates |
|--------------------------|----------------|---------------------|-------|
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GAPS IN EMPLOYMENT

As part of our Safer Recruitment Procedures please list any gaps of more than 3 months in your education or employment history by providing dates and reasons for how the time was spent.

LEISURE ACTIVITIES AND INTERESTS

Please give brief details of your recreational and any other special interests that you consider may be relevant to this post specifically or could benefit the School in enriching its extracurricular activity.

SUITABILITY FOR THE ROLE

Please give your reasons for applying for this post and say why you are suitable for this position. Alternatively, this information can be provided in a covering letter.

| REFERENCES | | |
|---|------------------------------------|----|
| <p>It is expected your current or most recent employer will be named as your first referee. University leavers should name their course tutor. The School intends to take up references from all shortlisted candidates prior to interview. The School reserves the right to take up references from any previous employer. Please note references will not be accepted from relatives or from referees writing solely in the capacity of friends. Please state how the referee knows you.</p> | | |
| Name: | Name: | |
| Position: | Position: | |
| School / Organisation: | School / Organisation: | |
| Address: | Address: | |
| Telephone no: | Telephone no: | |
| Email: | Email: | |
| How does this referee know you? | How does this referee know you? | |
| May we contact prior to interview? | May we contact prior to interview? | |
| SANCTIONS, RESTRICTIONS AND PROHIBITIONS | | |
| <p>If answering 'Yes' to any of the questions below, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application.</p> | | |
| Are you, or have you ever been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country? | YES | NO |
| Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country? | | |
| Are you, or have you ever been, the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | | |
| Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008. | | |
| Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children? | | |

DISCLOSURE OF CRIMINAL CONVICTIONS (please read this note carefully)

Any offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for the Enhanced Check for Regulated Activity from the DBS (which includes a check on the Children’s Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form which will include a Barred List check. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those normally considered ‘spent’ under the Act) must be declared. If you have a criminal record, this will not automatically prohibit you from employment. Instead, each case will be assessed individually under the School’s Safer Recruitment and Rehabilitation of Offenders Policy.

You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see www.gov.uk/guidance/rehabilitation-periods). The list of specified offences that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

In answering the questions below, please refer to the above link. If answering ‘Yes’ to any of the questions below, provide details on a separate sheet and send this in a sealed envelope marked ‘confidential’ with your application.

| | | |
|---|-----|----|
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? | YES | NO |
| Is there any relevant court action pending against you? | | |

RECRUITMENT

It is the School’s policy to select the most suitable personnel and to provide equal opportunities for advancement, promotion and training and not to discriminate against any applicants or candidates because of their race, sex, sexual orientation, gender reassignment, pregnancy and maternity, marital or civil partnership status, religion or belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all team members to share this commitment.

Copies of the School’s **Safer Recruitment Policy** and **Safeguarding Policy** are available for download from the School’s website. Please take the time to read them.

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 be confidentially destroyed after six months unless we agree another timescale directly with you.

DECLARATION
Please note that where this form is submitted electronically and without signature, 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 below.

- 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 Children’s Barred List, disqualified from working with children or subject to sanctions imposed by the regulatory body.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.
- 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.

- If invited for interview, I understand that I will be asked to provide original proof of my identity and qualifications and that I may be subject to Child Protection screening appropriate to the post, including checks with past employers.
- 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. By signing this form, I accept that the School can, under the General Data Protection Regulation (May 2018) and Data Protection Act 2018, process and retain the personal data for the purpose of this application and for future employment at the school. Please refer to Harrodian Privacy Policy on our website for further details.
- I consent to the School making direct contact with the people specified as my referees to verify the reference, unless noted otherwise.

Signed: _____

Date: _____

The personal data you provide on this form will be held on computer. If you are concerned about the confidentiality of your sensitive data, please contact recruitment@harrodian.com about the procedure for password protecting your application.

Please return your completed application form, CV, covering letter (if including one) and an overseas police check, if required, as detailed in the vacancy advertisement.



THE HARRODIAN SCHOOL

OVERSEAS POLICE CHECKS

If you have lived outside the UK for more than 6 continuous months since you were 18 years old, please detail in this form the country in which you are living and/or countries in which you have lived (if not the UK). If you have never lived abroad, please state N/A and return the form.

The DBS check only covers criminal records in the UK. You will be required to obtain an overseas criminal record check if are living or have lived abroad. Such countries will only liaise directly with the applicant and it is therefore your responsibility to obtain such a check.

| Country | Date (from) | Date (to) |
|---------|-------------|-----------|
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