



**The Harroddian School**

Please complete the form in BLACK INK or TYPESCRIPT

|   |   |  |  |
|---|---|--|--|
| <b>APPLICATION FOR THE POST OF:</b>   | <b>SCHOOL HELPER / INVIGILATOR</b>      |  |  |
| <b>Where did you learn about this vacancy?</b>  |   |  |  |
| <b>PERSONAL DETAILS</b>   |   |  |  |
| Surname and title:  | First name(s):                          |  |  |
| Former name(s) if applicable:   | Date of Birth:                          |  |  |
| Home Address:   | Telephone no:                           |  |  |
|   | Email:                                  |  |  |
| Are you eligible for employment in the UK?<br>If not a UK passport holder, please provide details of your right to work in the UK   |   |  |  |
| <b>CURRENT SCHOOL / UNIVERSITY / EMPLOYMENT</b> If you have had more than one school, university or employer in the past five years, or any gaps of over one month, please attach a list on a separate sheet.   |   |  |  |
| Organisation:   | Address:                                |  |  |
| Telephone no:   | Contact email address:                  |  |  |
| Job title, status and details of responsibilities:  | Start and End Date:                     |  |  |
| <b>REFERENCES</b><br>It is expected your current or most recent employer will be named as your first referee. University or school leavers should name their Course Tutor/Headmaster. The School reserves the right to take up references from any previous employer. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends. Please state how the referee knows you. |   |  |  |
| 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 them prior to interview?   | May we contact them prior to interview? |  |  |

**DISCLOSURE OF CRIMINAL CONVICTIONS (please read this note carefully)**

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 successful in an application to work unsupervised on our premises, you will be subject to a "Barred List" police check.

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](http://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>

|   |            |           |
|---|------------|-----------|
| 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? | <b>YES</b> | <b>NO</b> |
| Is there any relevant court action pending against you?   |            |           |
| Have you been subject to any disciplinary investigation or action?  |            |           |
| Have you ever had a DBS/CRB/police check?   |            |           |
| If Yes, date and reference number of check:   |            |           |
| Have you been a resident outside the UK?  |            |           |

Have you read the School's Safer Recruitment and Safeguarding Policies, available at [www.harrodian.com](http://www.harrodian.com)?

**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 above.**

- 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 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 Regulations (May 2018), process and retain my personal data for the purpose of this application and for the 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ANY INFORMATION ENTERED ON THIS FORM MAY BE HELD ON COMPUTER FILE.**

As this document contains sensitive personal data, you are advised to send it securely, using either encrypted email or recorded mail, or deliver by hand to the school.

If your application is successful, the School will retain the information provided on 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.