



HARRODIAN

Employment Application Form

Please complete the form fully in BLACK INK or TYPESCRIPT and sign. Incomplete or unsigned forms will be returned.

Please read the School's Safer Recruitment Policy prior to completing this application form.

APPLICATION FOR THE POST OF:	
Where did you see this position advertised? Do you have any former or existing connections with the School?	TES Online / Harrodian School Website / Indeed / Word of mouth / Other publication e.g. Former pupil / Former/Current parent / Staff member <i>(Please delete as appropriate)</i>
Section 1: PERSONAL DETAILS	
Surname:	First name(s):
Former surname(s), if applicable:	Preferred name:
Gender <i>(Please delete as appropriate)</i> : <ul style="list-style-type: none">• Male/Man• Female/Woman• Non-binary• Prefer to self-describe as:	
Home address:	Telephone number (Home): Telephone number (Mobile):
	Email address:
National Insurance Number:	<i>(Teaching posts only)</i> TRN (Teacher Reference Number):
Are you eligible for permanent employment in the UK? YES / NO <i>If not a UK passport holder, please provide details of your right to work in the UK, e.g. Settled Status / Visa, and any restrictions to your residence or employment in the UK.</i>	
Please outline any reasonable adjustments you may require to be made for any part of the recruitment process:	
<i>(Teaching posts only)</i> Do you have Qualified Teacher Status? YES / NO	<i>(Teaching posts only)</i> Are you an ECT? YES / NO If YES, ECT 1 or ECT 2
<i>(Teaching posts only)</i> Which subjects and ages are you qualified to teach?	

Section 2: CURRENT / MOST RECENT EMPLOYMENT (if no paid employment history, include unpaid work/internships, etc.)	
Current / Most recent Employer: <i>(name and address)</i>	<i>If Education sector, School type (Please delete as appropriate):</i> Academy / Free / Independent / Grammar / Other Number on roll: Boys / Girls / Co-educational <i>(Please delete as appropriate)</i>
	<i>If other, Business industry/sector:</i> Organisation size <i>(no. of employees / turnover (£)):</i>
Telephone no.:	<i>(Teaching posts only)</i> Ages and Subjects taught:
Current / most recent Job title: Details of responsibilities:	Date employment started:
	Full-time / Part-time (No. of days/hours)
	Current salary / salary on leaving:
	Do/did you received any employee benefits? YES / NO If yes, please provide details:
	Notice period / date available to take up employment:
	Date employment ended <i>(if applicable):</i>
	Reason for seeking new employment:

Section 3: PREVIOUS EMPLOYMENT (in chronological order, starting with most recent)

Continue on a separate sheet if necessary

Dates From To		Employer (<i>name and address</i>)	Ages taught (<i>if applicable</i>)	Position held	F/T or P/T	Reason for seeking new employment

Section 4: GAPS IN EMPLOYMENT

As part of our Safer Recruitment policy, you are required to account for any gaps greater than 3 months in your education or employment history by providing dates and details of how this time was spent, e.g. childcare, eldercare, sabbatical year, travel, etc.

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Section 5: HIGHER EDUCATION (in chronological order, starting with most recent)

Name of University/College	Dates of Attendance	Qualification gained (e.g. PGCE, Degree, Diploma, etc.)	Main Subject/s	Subsidiary Subject/s	Class awarded

Section 6: SECONDARY EDUCATION (in chronological order, starting with most recent)

Name of School/ College	Dates of Attendance	Qualification gained (e.g. Pre-U/IB/A Level/ (I)GCSE/GNVQ/H ND, etc.)	Subjects taken, with Grades	Date Exams taken

Section 7: OTHER TRAINING IN LAST 5 YEARS (including courses and seminars)

Provide details of any vocational or professional qualifications or skills which you consider to be relevant to the position for which you have applied, including course details, dates attended and certification attained.

Section 8: SUITABILITY FOR THE ROLE

In no more than 1000 words, please set out your reasons for applying for this post and, referring to the job description, describe the experience and skills you have gained which demonstrate your ability and aptitude to undertake the duties of the post. Alternatively, this information can be provided in a covering letter.

Section 9: LEISURE AND SPORTING ACTIVITIES AND INTERESTS, VOLUNTARY WORK, ETC.

Give brief details of your recreational and any other interests, hobbies and skills, particularly those that may be relevant to this post or could benefit the School for the purpose of enriching its extracurricular activity.

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Section 10: REFERENCES

The School reserves the right to take up references from any previous employer. One referee must be your current or most recent employer. If your current/most recent employment does/did not involve working with children, your second referee should be the employer with whom you most recently worked with children. University leavers should name their course tutor. References will not be accepted from relatives or from referees known to you solely as a friend. For Teaching posts: for shortlisted candidates, references will be requested prior to interview; please advise your referees accordingly. References may also be verified by telephone. Where a factual reference is received, i.e. one which contains only limited information about you, additional references may be sought.

Referee 1	Referee 2
Name:	Name:
Job title:	Job title:
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? YES / NO	May we contact prior to interview? YES / NO

Section 11: OVERSEAS POLICE CHECKS

Please detail below the countries in which you are living/have lived (**do not include the UK**) for more than 3 continuous months in the last 5 years. The DBS check only covers criminal records in the UK. If you have lived abroad for 3 or more continuous months in the past 5 years and your application is successful, you will be required to obtain an overseas criminal record check prior to employment starting.

Country of birth:

Country/ies where I have lived for more than 3 continuous months in the past 5 years	Date (from)	Date (to)

Section 12: RECRUITMENT, PRE-EMPLOYMENT SCREENING AND USE OF INFORMATION

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 [Safer Recruitment Policy](#) and [Safeguarding and Child Protection Policy](#) are available for download from the School’s website. Please take the time to read them.

It is the School’s policy to employ the best and most suitably qualified personnel; to provide equal opportunities for recruitment, advancement, promotion and training of employees and not to discriminate against any person because of race, national or ethnic origin, colour, sex, sexual orientation, gender reassignment, marital or civil partnership status, religion or belief, disability or age. All new appointments are subject to a probationary period.

The School carries out a number of pre-employment checks in respect of all prospective employees. These will include verification of identity, address and qualifications; a minimum of two employment references; verification of medical fitness; an Enhanced DBS check; overseas criminal records check/s, where applicable; a prohibition from teaching check; a prohibition from management check (where applicable); a disqualification from early years or later years provision (where applicable); online searches (this may include searches of internet search engines, websites and social media platforms); and any other background check deemed reasonable by the School in the circumstances to determine whether a candidate is suitable to work at the School.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment and in line with the School’s [Retention Period Document Policy](#) after employment terminates. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after six (6) months, unless another timescale is agreed with you.

Section 13: DISCLOSURE AND BARRING SERVICE CHECKS AND CHILDREN’S BARRED LIST CHECK

The School is required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity. 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. It is unlawful for the School to employ anyone who is barred from working with children and it is a criminal offence for any person who is barred from working with children to apply to work with children if they are barred from doing so.

Section 14: 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 full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children.
- I understand that providing false or misleading information is an offence which could result in my application being rejected and any offer of employment being withdrawn. I understand that if the provision of false or misleading information comes to light after my appointment, this could result in my summary dismissal. I understand that the provision of false or misleading information may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any relevant information that I have disclosed, as may be necessary during the recruitment and selection process. I understand that, if my application is successful, a risk assessment of any relevant information disclosed will be held securely on my personnel file. I understand that the disclosure of a criminal record will not necessarily prevent me from being offered this role.
- I consent to the School making direct contact with the people specified as my referees in order to request and verify the reference, unless noted otherwise.
- If invited for interview, I understand that I will be asked to provide original proof of my identity, place of residence and qualifications as declared in this application form, and that I will be subject to pre-employment screening appropriate to the post, as laid out in Section 12.
- I confirm my understanding that this declaration also applies to the information I have provided in Sections 15 and 16 below.

Signed: _____

Date: _____

PRINTED: _____

*** Please now complete sections 15 and 16 below ***

Surname:	First name(s):	
CONFIDENTIAL INFORMATION FOR HR DEPARTMENT'S USE ONLY		
Section 15: DISCLOSURE		
<p>The role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and all convictions, cautions, reprimands and final warnings (including those normally considered 'spent' under the Act) must be declared. However, the amendments to the Rehabilitation of Offenders Act 1974 [exceptions order 1975] no longer require disclosure of a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. If such cautions or convictions are disclosed, employers cannot take them into account. Guidance about whether or not a conviction or caution should be disclosed can be found on the Ministry of Justice website and from Nacro or Unlock.</p> <p>If you have a criminal record, this will not automatically prohibit you from employment. Each case will be assessed on its merits and with reference to the School's Safer Recruitment Policy.</p> <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>		
Do you have any convictions or adult cautions that are unspent under the Rehabilitation of Offenders Act 1974?	YES	NO
Do you have any other cautions or spent convictions that would not be filtered?	YES	NO
Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for this post in line with the law in England and Wales?	YES	NO
Are you currently being investigated by the police or have you been charged with an offence which has not yet reached court?	YES	NO
Are you known to the police or children's social care for any other reason that could affect your suitability for this post?	YES	NO
Are you included on the DBS Children's Barred List?	YES	NO
Are you subject to any sanctions relating to working with children in any country outside the UK?	YES	NO
Section 16: SANCTIONS, RESTRICTIONS AND PROHIBITIONS		
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.		
Are you, or have you ever been, the subject of a sanction, restriction or prohibition issued by a regulatory body of the teaching profession in the UK or in any other European Economic Area country? [e.g. the TRA or NCTL or GTC] <i>(Teaching posts only. For non-teaching positions, write N/A)</i>	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?	YES	NO
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? <i>(Management posts only. For non-management positions, write N/A)</i>	YES	NO