



HARRODIAN

Teacher Application

Please complete the form in BLACK INK or TYPESCRIPT

APPLICATION FOR THE POST OF:	
Where did you first learn about this vacancy?	TES Hardcopy / TES Online / Harrodian School Website / Other:

PERSONAL DETAILS	
Surname and title:	First name(s):
Former names:	Preferred name:
Home address:	Date of birth:
	Telephone no:
	Email:

Do you have QTS status? YES / NO	DCFS No:
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Are you an NQT? YES / NO

Which subjects are you qualified to teach?
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Are you eligible for permanent employment in the UK? YES / NO
If not a UK passport holder please provide details of your right to work in the UK

Have you read the School's Safer Recruitment Policy on our website? (www.harrodian.com) YES / NO
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CURRENT SCHOOL (or most recent employment)	
School name and address:	Type: LEA / Foundation / Independent
	Group size: No. on roll: Boys/Girls/Mixed
Telephone no:	Ages and Subjects taught:
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 TEACHING EXPERIENCE OR EMPLOYMENT (NON TEACHING) (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

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 (i.e. Degree, Cert, Diploma)	Class

SECONDARY AND FURTHER EDUCATION WITH EXAMINATION RESULTS
 Subjects passed with grades (eg O/A Level/GCSE/GNVQ)

School/College attended:	Subjects taken	Examinations passed	Dates

GAPS IN EMPLOYMENT
 As part of our Safer Recruitment Procedures please list any gaps 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 that Teachers/Deputy Headteachers will name their present or most recent Headteacher as their 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? YES / NO	May we contact prior to interview? YES / NO

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?	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?	YES	NO
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.	YES	NO
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?	YES	NO

DISCLOSURE OF CRIMINAL CONVICTIONS (please read this note carefully)

An 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 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 which would normally be considered 'spent' under the Act) must be declared. 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 Appendix 1 of this form). 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 set out in the School's recruitment, selection and disclosure policy and procedure.

Before answering these questions, please read Appendix 1. 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.

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?	YES	NO

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 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 staff and volunteers to share this commitment.

A copy of the School's [Safer Recruitment Policy and Safeguarding Policy](#) is 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 normally be confidentially destroyed after six months.

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.

It is strongly advised that, as this document contains sensitive personal data, you send it securely, using either encrypted email or recorded mail, or deliver by hand to the school.

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

Appendix 1

Spent convictions and the DBS filtering rules

Spent convictions

Sentence	Rehabilitation Period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of a term exceeding 6 months but less than 2.5 ye	10 years	5 years
Prison sentence for a term of 6 months or less	7 years	3.5 years
Fines, probation, compensation, community service, reparation orders, curfew orders	5 years	2.5 years
Absolute Discharge	6 months	6 months

Prison sentences of more than two and a half years are never considered spent

Filtering Rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction
- It is your only offence
- It did not result in a custodial sentence
- It does not appear on the list of 'specified offences'

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of 'specified offences'.

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- Five and a half years have elapsed since the date of conviction
- It is your only offence
- It did not result in a custodial sentence
- It does not appear on the list of 'specified offences'

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of 'specified offences'.

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>



HARRODIAN

OVERSEAS POLICE CHECKS

Name: _____

Position Applied For: _____

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 you 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. As there may be a delay for such checks to be completed, the School will require additional referees from those countries in order to obtain references in relation to an applicant's suitability for the post.

Country	Date (from)	Date (to)	Referee information for country

If you have worked in a school in England in a position which brought you regularly into contact with children since returning from abroad, please give details here (including dates):

School in UK	Date (from)	Date (to)	Further information (including position held)

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