|  |
| --- |
| *Post applied for:* Office use |
| *A blue and white logo  Description automatically generated* |

**APPLICATION FORM**

*This form is designed to help us assess your application, and to conform with DfE guidance. Please complete this form by typing in the boxes or writing clearly in black ink. If necessary, please provide further information on a separate sheet.*

*If you are typing on this form, TAB will take you to the next box. Where tick boxes are provided, click in them to enter an X.*

##### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| FIRST NAME: |  | MIDDLE NAME: |  |
|  |  |  |  |
| SURNAME: |  | TITLE: |  |
|  |  |  |  |
| PREFERRED NAME: |  |  |  |
|  |  |  |  |
| ADDRESS: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| TELEPHONE (day/mobile): |  | TELEPHONE  (evening):  (evening): |  |
|  | | | |
| EMAIL: |  | | |

*We will normally send all correspondence by email unless you ask us not to.*

###### EDUCATION and TRAINING *Proof of qualifications will be required.*

SECONDARY EDUCATION (11 – 18 years)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School(s) attended: | School Name | | | Dates | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | | | |
| A-levels or equivalent: | Level and subject | Grade | Level and subject | | Grade |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

HIGHER EDUCATION - *including teacher training* ***(earliest first)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  month/year | To  month/year | Universities/ Colleges attended – including  part time | Title and class of  degree and grade  e.g. BA (Hons) 2 (i) | Subject or  course title |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

PROFESSIONAL DEVELOPMENT

|  |  |
| --- | --- |
| Courses attended in last three years: |  |

**EMPLOYMENT HISTORY**

PREVIOUS EMPLOYMENT - *including any temporary, unpaid and voluntary work experience* ***(earliest first)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  month/year | To month/year | Employer | Job title | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please explain any periods not in employment since the end of full-time education:

|  |
| --- |
|  |

CURRENT EMPLOYER

*If you are not currently in employment, please leave this section blank.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of current employer: |  | | |
|  |  | | |
| Date of appointment: |  | Job title: |  |
|  | | | |
| Current salary: | £ | Notice required: |  |
|  |  |  |  |
| Reason for leaving (if applicable): |  | | |

Do we have your consent to contact your current employer? Yes No

###### SUPPORTING STATEMENT

Please enclose a letter of application or supporting statement, explaining your interest in this post and why your qualifications, experience and personal qualities are relevant to this appointment.

###### REFERENCES

Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid. The first reference should be your present or most recent employer. It is the normal practice for references to be obtained before any formal interview. Please note that the school reserves the right to contact any previous employer.

May we approach your referees without further reference to you? Yes No

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Position: |  |  |
| Address: |  |  |
| Tel: |  |  |
| Email: |  |  |
| In what capacity does this person know you? |  |  |
| How long has this person known you? |  |  |

**All shortlisted candidates will be required to complete a ‘Suitability to work with children: self-declaration**

**form’. This form must be completed, signed, and returned to HR prior to the interview taking place.**

###### SAFEGUARDING, CHILD PROTECTION AND CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974

*All roles advertised will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school’s safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.*

*All applicants who are offered employment in posts involving access to children (whether teaching or support) will be subject to a criminal record check from the Disclosure & Barring Services before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings, as well as convictions. This means that* ***you are required to declare any convictions or cautions which you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any cautions or bind-overs and any prosecutions pending against you****. Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated in complete confidence.*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.*

*Details of any convictions or cautions should be provided in a sealed envelope addressed to the Headmaster, marked CONFIDENTIAL and enclosed with this application.*

Have you ever been subject to any concerns, allegations or investigations

(either formal or informal) relating to safeguarding or child protection? Yes No

**If YES please include details on a separate sheet.**

DECLARATION BY THE APPLICANT

I agree that any offer of employment by Reigate Grammar School/Reigate St. Mary’s Preparatory and Choir School is subject to satisfactory evidence of the right to work in the UK, satisfactory references, medical, prohibition checks and police clearance (where appropriate).

All Personal Identifiable Information will be processed in accordance with our Privacy Notice which can be found on the school website.

I also confirm that I have read the school’s recruitment policy and equal opportunities policy as part of the application process.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.

I have read the above notes on Criminal Convictions and agree to an enhanced Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered ‘spent’.

**I confirm that:**

**I do not have any criminal convictions or cautions.**

**I am not on the Barred List or disqualified from working with children.**

**I am not subject to sanctions imposed by a regulatory body, e.g. the Teaching Regulation Agency (TRA)**

**I am not subject to a section 128 direction or any other sanction that prohibits me being involved in the**

**management of an independent school.**

**I understand that the school will carry out online searches on shortlisted candidates and that nothing**

**inappropriate will be evident in an online search.**

We would be grateful if could indicate where you saw this position advertised:

**Please tick one of the following:**

**TES Online**

**Indeed**

**LinkedIn**

**Twitter**

**Facebook**

**Another Source, please specify**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNATURE\*: |  | DATE: |  |

*\*Please insert an image file if possible. If not, please leave blank as shortlisted candidates will be asked to sign the form at interview.*

Please return this form to:

Head of Human Resources,

Reigate Grammar School, Reigate, Surrey RH2 0QS.

[hr@reigategrammar.org](mailto:hr@reigategrammar.org)