All applicants must complete an application form in order to be considered for shortlisting. All sections of the form should be completed. Please enter n/a in any sections which are not applicable. Applicants are referred to Reading School’s [GDPR Privacy Notice](https://www.reading-school.co.uk/attachments/download.asp?file=3180&type=pdf) and [Data Policy](https://www.reading-school.co.uk/attachments/download.asp?file=2888&type=pdf) for further information about our privacy obligations in relation to this application. Applicants can also find full details of our Safer Recruitment process in our [Safeguarding – Staff Recruitment Policy](https://www.reading-school.co.uk/attachments/download.asp?file=3239&type=pdf). A printable version of this form is available [here](https://www.reading-school.co.uk/attachments/download.asp?file=3612&type=pdf).

# Post Applied For

|  |
| --- |
| Click or tap here to enter text. |

# Personal Details

|  |  |
| --- | --- |
| Title | Click or tap here to enter text. |
| Forename(s) | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Please provide details of any name(s) that you have used previously and provide the reason for the name change. E.g. marriage, divorce, deed poll. |
| Click or tap here to enter text. |
| Full Address (including postcode) | Click or tap here to enter text. | Home Tel. | Click or tap here to enter text. |
| Work Tel. | Click or tap here to enter text. |
| Mobile Tel. | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Socal Media Handles / Usernames | LinkedIn | Click or tap here to enter text. |
| Facebook | Click or tap here to enter text. |
| Instagram | Click or tap here to enter text. |
| Tik Tok | Click or tap here to enter text. |
| Other | Click or tap here to enter text. |
| Other | Click or tap here to enter text. |
| National Insurance Number | Click or tap here to enter text. |

# Current / Most Recent Employment

|  |  |
| --- | --- |
| Employer’s Name | Click or tap here to enter text. |
| Employer’s Address | Click or tap here to enter text. |
| Position Held | Click or tap here to enter text. |
| Grade/Salary | Click or tap here to enter text. |
| Date Started | Click or tap here to enter text. |
| Period of Notice | Click or tap here to enter text. |
| **If school:** |
| Type of School | Boys |[ ]  Girls |[ ]  Mixed |[ ]
| Age Group Taught | Click or tap here to enter text. |
| Responsibility Points | Click or tap here to enter text. |
| Description of Duties / Responsibilities |
| Click or tap here to enter text. |
| **Previous Employment**Chronologically listed with most recent post first, including exact dates of employment where possible. You must include all previous employment since leaving school, including non-teaching roles, temporary roles and voluntary work. Please provide details as to the reason for any break in employment. You may send a separate CV if there is not enough space on the form.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Name and Address | Dates (from/to) | Position | Reason for Leaving |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Have all gaps in employment/activity been accounted for? Choose an item.  |
| If NO, please provide further details: |
| Click or tap here to enter text. |

Education (Secondary School and Further/Higher Education)

|  |  |  |
| --- | --- | --- |
| School/Institution(s) Attended | Dates | Qualifications Gained |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  |
| Please include details of any higher degrees in this section. |
| Click or tap here to enter text. |

Professional and Educational ExperiencePlease provide details of:* QTS
* Membership of Professional Bodies
* Details of initial training
* Any relevant continuing professional development
* Any relevant information regarding your educational experience

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have QTS? | Choose an item. | DfES Number: | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| Membership Body / Institution / Organisation | Course / Relevant Information | Relevant Dates |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Personal Statement |
| Why is Reading School the right school for you at this stage of your career? |
| Click or tap here to enter text. |

# Interests (for example, hobbies, sports, voluntary work)

|  |
| --- |
| Click or tap here to enter text. |

# Consent to Obtain References

Reading School strives to create a culture of safer recruitment and adopts a recruitment process that helps identify the most appropriate people for the job. All job applicants will be required to provide consent to obtain references from their current and/or previous employers. This will enable us to obtain objective and factual information to support a decision to appoint to the role advertised.

All information received will be reviewed and compared with the information contained within your application form with the intention that questions will be asked during interview if there are any discrepancies.

## Your consent

* To ensure compliance with the General Data Protection Regulation (GDPR), this section of the application form provides you with the purpose for which Reading School is requesting consent to collect and process data received from your nominated referees.
* Reading School collects and processes your personal data received by your referees:
* As part of the recruitment process in relation to the role you are applying for.
* To ensure the school is complying with its legal obligations in relation to safer recruitment checks.
* To ensure you are suitable for the role.
* To enter into an employment contract with you, should you be successful.
* To ensure a fair recruitment process has taken place.
* Information provided by your referees may be shared internally with other members of staff involved in the recruitment process in order for them to perform their roles. This can include sharing personal data with the senior leadership team, governors, trustees and HR. We will not share information about you with any other third parties unless the law or our policies allows us.
* If your application is successful, any information provided by your nominated referees will become part of your personnel file, which will be retained during your employment and in accordance with the school’s data retention policy.
* If your application is unsuccessful, any information provided by your nominated referees will be destroyed in accordance with the school’s data retention policy.
* A copy of this form will be retained as evidence that Reading School has obtained your consent.
* You have the right to withdraw your consent to Reading School requesting a reference from your nominated referee/s.

## Signed declaration

I confirm that I have read and understood the contents of this form.

I consent to you contacting my referees in order to provide references and to send a copy of this form as proof of my consent for the referee(s) to process my data in order to provide a reference.

I agree to the collection and processing of my data received from my nominated referees as described above.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** | Enter Signature | **Date** | Click or tap to enter a date. |

# Referees

Please give names, addresses and occupations of two referees, one of whom should be your present or most recent employer. Safeguarding guidelines look to references being obtained before interview and certainly before confirmation of appointment so it is recommended that objection to referees being contacted is not generally withheld. Current or previous employers will be asked about disciplinary offences relating to children and any child protection concerns. Where possible, both references should be professional / employment references.

### Referee 1

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |
| Email Address  | Click or tap here to enter text. |
| Occupation | Click or tap here to enter text. |

Do you object to this referee being contacted before interview? Choose an item.

### Referee 2

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Occupation | Click or tap here to enter text. |

Do you object to this referee being contacted before interview? Choose an item.

# Safer Recruitment

As part of our duty to safeguard pupils we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you’ve applied for. If you are shortlisted for interview, you will be asked to complete a safer recruitment declaration form providing relevant information about convictions, cautions and other relevant information to ensure you are suitable to work with children.

**Note:** you are not required to disclose convictions or cautions that are ‘protected’, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you’re not sure whether one of your convictions is ‘protected’, you can [check here](https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution).

If you accidentally provide information about ‘protected’ convictions or cautions, we won’t take this into account.

If you are successfully appointed to the role, an enhanced check with the disclosure and barring service (DBS) will be carried out.

## Self-Declaration

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I’ve provided above, or my suitability for the post.

I understand that I will be asked to complete a Safer Recruitment Declaration form at interview providing relevant information about my suitability to work with children.

I understand that, if I am shortlisted for interview, that as part of your Safer Recruitment Policy Reading School will undertake online searches in line with the DfE Keeping Children Safe in Education 2022 and I consent to the school doing so.

If I am appointed, I understand that any omission or any inaccurate information that I have supplied could lead to the offer of employment being withdrawn or even to dismissal.

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

Signed

|  |  |
| --- | --- |
| Enter Signature |  |

Date

|  |
| --- |
| Click or tap to enter a date. |

If you have a disability please tell us about any adjustments we may need to make to assist you at interview. If you are invited for interview the panel will be made aware that you have declared a disability, and will explore this further with you in the context of assessing any required adjustments.

|  |
| --- |
| Click or tap here to enter text. |

Please can you let us know where you saw this position advertised:

|  |
| --- |
| Click or tap here to enter text. |

Please return this completed application in an envelope marked:

Confidential: FAO The Headmaster, Reading School, Erleigh Road, Reading, Berkshire, RG1 5LW

Or via email to hr@reading-school.co.uk

We would be grateful if you would consider completing our Equal Opportunities Monitoring Form, which can be accessed by clicking [here](https://forms.office.com/Pages/ResponsePage.aspx?id=QKRT3Wr9XkC75lKx5h6C20CIRT6oiTVBnOGovWBWYrNUQjlPTE1ZUUFSOUY5N0VGT0VIOFNXS1pKRCQlQCN0PWcu). A printable version of this form is available from hr@reading-school.co.uk.