

**The Royal School, Wolverhampton**

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| Application Form | | | | | | | | | | | | | | | | | | | |
| The School is legally required to carry out a number of pre-appointment checks [which are detailed in the School's Recruitment, selection and disclosure policy and procedure]. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. | | | | | | | | | | | | | | | | | | | |
| Position applied for: | | | | | |  | | | | | | | | | | | | | |
| **Section 1 – Personal details** | | | | | | | | | | | | | | | | | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | | | | | Forename(s): | | | | | | | | Surname: | | | | | | |
|  | | | | | | | | | | | | | Former name: | | | | | | |
| Preferred name: | | | | | | |
| Teacher registration number (if applicable): | | | | | | | | | | | | | National Insurance number: | | | | | | |
| Address: | | | | | | | | | | | | | Are you currently eligible for employment in the UK?  Yes  No   Please provide details: | | | | | | |
| Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | | | | | | | | | | |  | | | | | | |
| Do you have Qualified Teacher Status? | | | | | | | | | | | | | Have you read the School's child protection policy? | | | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details. | | | | | | | | | | | | | | | | | | | |
| **Section 2 – Education**  Please start with the most recent | | | | | | | | | | | | | | | | | | |
| **Name of school/college/university** | | | | | | | **Dates of attendance** | | | | **Examinations** | | | | | | | |
| Subject | | | Result | | Date | | Awarding body |
|  | | | | | | | From:  dd/mm/yy | | | |  | | |  | |  | |  |
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| To:  dd/mm/yy | | | |
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| **Section 3 – Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider relevant to the role for which you have applied. | | | | | | | | | | | | | | | | | | |
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| **Section 4 – Employment** | | | | | | | | | | | | | | | | | | |
| Current/most recent employer: | | | | | | | | Current/most recent employer's address: | | | | | | | | | | |
| Current/most recent job title: | | | | | | | | | | | | | | | Date started: | | | |
| Brief description of responsibilities: | | | | | | | | | | | | | | | Date employment ended (if applicable): | | | |
| Current salary/salary on leaving: | | | | Do you/did you receive any employee benefits? If so, please provide details of these. | | | | | | | | | | | | | | |
| Reason for seeking other employment: | | | | | | | | | | | | | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | | | | | | | | | | | | | |
| **Section 5 – Previous employment and/or activities since leaving secondary education**  Please continue on a separate sheet if necessary | | | | | | | | | | | | | | | | | | |
| **Dates** | | | **Name and address of employer** | | | | | | | | | **Position held and/or duties** | | | | | **Reason for leaving** | |
| From: dd/mm/yy | | |  | | | | | | | | |  | | | | |  | |
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| To: dd/mm/yy | | |
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| From: dd/mm/yy | | |  | | | | | | | | |  | | | | |  | |
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| Have you worked overseas in the last 5 years Yes No  Company:  Position: | | | | | | | | | | | | | | | | | | |
| **Section 6 - Gaps in your employment**  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. | | | | | | | | | | | | | | | | | | |
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| **Section 7 – Interests**  Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity | | | | | | | | | | | | | | | | | | |
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| **Section 8 – Suitability**  Please give your reasons for applying for this post and say, why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. | | | | | | | | | | | | | | | | | | | | | |
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| **Section 9 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.  If the School receives a factual reference, i.e. one, which contains only limited information about you, additional references, may be sought.  If you have previously worked overseas, the School may take up references from your overseas employers.  The School may also telephone your referees in order to verify the reference they have provided. | |
| **Referee 1** | **Referee 2** |
| Name:  Organisation:  Address:  Occupation:  Telephone number:  Email:  May we contact prior to interview? Yes  No  | Name:  Organisation:  Address:  Occupation:  Telephone number:  Email:  May we contact prior to interview? Yes  No  |
| **Referee 3 (For OVERSEAS referees ONLY)** |  |
| Name:  Organisation:  Address:  Occupation:  Telephone number:  Email:  May we contact prior to interview? Yes  No  |  |
| **Section 10 – 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 is available at https://theroyalschool.co.uk/about/school-policies/. Please take the time to read it.  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 six months after the date on which you are notified of the outcome. Please refer to the School's retention of records policy for further detail on how such information is retained by the School. How we use your information Information on how the School uses personal data is set out in the School's Privacy Notice. | |
| **Section 11 – Declaration** | |
| * **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 named on the Children's Barred List, the Vulnerable Adults Barred List, otherwise disqualified from work with children or subject to sanctions imposed by a regulatory body.** * **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.** * **I consent to the School making direct contact with the people specified as my referees to verify the reference.**   Signature ………………………………………………………………. Date ………………………..  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 at Section 11.  Successful candidates will be requested to verify their signature upon interview. | |