

**APPLICATION FORM**

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| **Job Title:**  **Where did you see this post advertised?** |  | **Please email your completed application to:** [**vacancies@regenthighschool.org.uk**](mailto:vacancies@regenthighschool.org.uk) **or post to: Regent High School, Chalton Street, London, NW1 1RX** |

For further application about the school, please visit our website at [www.regenthighschool.org.uk](http://www.regenthighschool.org.uk).

Applications may be submitted electronically or by post but must reach the HR Manager by the advertised deadline.

**Please do not send CVs as these will not be considered.**

1. **PERSONAL DETAILS**

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| **Title:**  **Full Name:**  **Preferred Name:**  **Address:**  **Email:** |  | **Daytime Tel:**  **Mobile Tel:**  **National Insurance Number:**  **DFE Number (teachers only):**  **Do you hold QTS? (Teachers only)**  YES  NO |

1. **PRESENT OR MOST RECENT EMPLOYMENT**

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| **Name and address of employer:**  **Post held (job title):**    **Dates of employment:** From:       to:       **Reason for leaving:**    **Date available to commence:**       **Basic salary per annum: £**  **Brief description of duties:** |

1. **Current salary details for TEACHING STAFF ONLY**

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| **Current Salary Scale:**        **Scale Point:**  **London Weighting:** Inner:  Outer:  Fringe:  Not in London:  **TLR Point:**       **Reason for TLR:**       **SEN Allowance:**  **Other Payments:** |

1. **DETAILS OF ONLINE PROFILE**

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| *Keeping Children Safe in Education* (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * the social media platforms on which you have accounts; * the account names/handles for all of your social media accounts, including any under a nickname or pseudonym; * any websites you are involved with, in or featured on or named on; and * any other publicly available online information about you of which the school should be made aware.   If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you. We are only required to access publicly available information as part of this search.  If you are not shortlisted for the role, online searches will not be carried out on you. |
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1. **REFERENCES**

Please give contact details of two referees who can verify your employment record, including salary details, and give information about your suitability for the post. One should be your present/most recent employer and, in the case of schools, this should be the headteacher. You must include a referee from your last employment where you worked with children.

***Referees will be contacted if you are shortlisted***

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| **Current Employer**  **Referee’s Name:**        *(If this is a school, please only give the details for the headteacher)*  **Referee’s Job title:**        **Organisation:**  **Address:**  **Tel\*:**        **Email \*:**        *\* A phone number or email address* ***must*** *be provided*  **In what capacity do you know this referee?** |  | **Previous Employer**  **Referee’s Name:**        *(If this is a school, please only give the details for the headteacher)*  **Referee’s Job title:**        **Organisation:**  **Address:**  **Tel\*:**        **Email \*:**        *\* A phone number or email address* ***must*** *be provided*  **In what capacity do you know this referee?** |

If you have not been in paid employment, please give the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

**For safeguarding reasons, we are required to obtain references for a 5 year period. Please complete the section below with either a telephone number or email address for additional referees.**

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| **Referee’s Name:**        *(If this is a school, please only give the details for the headteacher)*  **Referee’s Job title:**        **Organisation:**  **Address:**  **Tel\*:**        **Email \*:**        *\* A phone number or email address* ***must*** *be provided*  **In what capacity do you know this referee?** |  | **Referee’s Name:**        *(If this is a school, please only give the details for the headteacher)*  **Referee’s Job title:**        **Organisation:**  **Address:**  **Tel\*:**        **Email \*:**        *\* A phone number or email address* ***must*** *be provided*  **In what capacity do you know this referee?** |

**Please continue on a separate sheet, if necessary, to cover the full five year employment period.**

1. **EDUCATION AND QUALIFICATIONS**

Please give brief details of courses attended and examination results:

**Secondary / Further Education**

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| **Dates attended:**  **from MM/YY to MM/YY** | **Educational establishment attended** | **Examination results**  **(Level / Subject / Result)** |
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**Higher Education / Professional Qualifications**

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| **Dates attended from MM/YY to MM/YY** | **Name of University/ Educational Institution** | **Examination results (subject , level, grade)** |
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**Continuing Professional Development Relevant to this Application**

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| **Dates attended from MM/YY to MM/YY** | **Course title / results if appropriate** | **Educational establishment attended** |
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1. **EMPLOYMENT INFORMATION**

**Employment History**

You should include **all** employment (i.e. both within and outside of education) in a **continuous history** starting with your most recent. If there are gaps in your employment, please include these dates and specify the reasons (university, studying, travelling, volunteering etc).

**Please continue on a separate sheet if necessary.**

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| **From / To**  **MM/YYYY** | **Job Title**  **Employers Name & Location** | **Summary of main responsibilities** | **Reason for leaving** |
| From:    To: |  |  |  |
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| From:    To: |  |  |  |

1. **CRIMINAL RECORDS DISCLOSURE**

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| Have you ever been known by any other name?  Yes  No  If Yes please provide your previous name:  If Yes please provide the date when you changed your name:  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Yes  No  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  Yes  No  **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 & 2020). 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 will not take this into account.  **Time spent living and/or working overseas**  If you’ve lived or worked outside of the UK in the last 10 years, the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived (for 3 or more months) or worked outside of the UK in the last 10 years?**  Yes  No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. |

1. **RELATIVES AND OTHER INTERESTS**

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| **Are you related to a councillor or employee of the council or governor of the school to which you are applying?**  YES ☐ NO ☐ If yes, please give brief details:  **If appointed, do you have any business and/or financial interests which might conflict with the duties of this post?**  YES ☐ NO ☐ If yes, please give brief details: |

1. **RELEVANT EXPERIENCE, SKILLS AND ABILITIES**

Please support your application with a statement in which you explain how you meet the requirements of the post as described in the person specification. You may also wish to set out how you would draw on your experience and achievements if appointed to the post. Please include details of any relevant unpaid voluntary work.

**You may attach a statement of application separately, should you so wish.**

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1. **RIGHT TO WORK**

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| **Do you require a work permit to work in the UK?**  YES  NO  If yes, please state on what basis:  UK Citizen  EU settled status  Skilled worker visa  Graduate visa  Youth mobility visa  Other – please provide full details in the box below |
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1. **PREVENTION AND DETECTION OF FRAUD**

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| The LA, School & Governing Body is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the LAfor the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. |

1. **DECLARATION**

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| **Please complete the following declaration and sign in the appropriate place below. If this declaration is not completed and signed with copies of relevant documentation, your application will not be considered.**  Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be liable to be summarily dismissed. If appointed you will be asked to provide an original copy of your birth certificate and if required for the post, proof of professional qualifications.   * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children. * I confirm that I am not prohibited from carrying out 'teaching work' (do not tick this box if the role for which you are applying does not involve 'teaching work') * I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly withheld any information * I confirm that the information I have given on this application form is true and correct to the best of my knowledge ☐   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  **Signed:**       **Date:** |