

**Application Form**

Please ensure that you complete all sections of this form either in black ink or type. Please note that if you have a disability and you require having this form in another format, such as in larger print or audio-tape, please contact us by writing to us, emailing admin@reachfree.co.uk or telephoning 01923 711517. Letters of application and CVs are not required.

| **Post Applied For:** |  |
| --- | --- |
| **How did you hear about this vacancy?** |  |

**Personal Details**

| **Title** |  | | | |
| --- | --- | --- | --- | --- |
| **First Name(s)** |  | | | |
| **Surname** |  | | | |
| **All Previous Surnames** |  | | | |
| **Address (including Postcode)** |  | | | |
| **Contact Telephone No. (Home or Mobile)** |  | | | |
| **Email Address** |  | | | |
| **Nationality** |  | | | |
| **National Insurance Number** |  | | | |
| **Date of Birth (optional)** |  | | | |
| **Do you have a current full driving license?** | YES |  | NO |  |
| **Are you eligible to work in the UK?** | YES |  | NO |  |
| **Please state what documentation you can provide to demonstrate this** e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK. | | | | |
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**For internal use only**

| **Reference Number** |  | **Date Received** |  |
| --- | --- | --- | --- |

**Present Post Details**

| **Name and address of current employer** | | | | | |
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| **Telephone Number** |  | | | | |
| **Local Authority (if applicable)** |  | | | | |
| **Age range of school (if applicable)** |  | | | | |
| **Date of appointment to organisation (DD/MM/YY)** |  | | | | |
| **Job Title and any additional duties/ responsibilities** |  | | | | |
| **Contract Type** | TEMPORARY |  | PERMANENT | |  |
| **Date of appointment to post, if different (DD/MM/YY)** |  | | | | |
| **Type of Appointment** | FULL TIME |  | | PART TIME |  |
| **Basic Salary** |  | | | | |
| **Additional Salary (please indicate any additional management points or allowance details)** |  | | | | |
| **Total Salary** |  | | | | |
| **Reason for Leaving** |  | | | | |
| **Date available to take up appointment (DD/MM/YY)** |  | | | | |

**Previous Employment**

Please list your most recent position first and continue on a separate sheet, or expand the table, where necessary. Please include details of all positions held, both within and outside of the education sector.

| **Name and address of employer** (If this is a school please include name of the LA, age range of school and number on roll) | **Job title** and any additional duties/ responsibilities held | **Start Date** (MM/YY) | **End Date** (MM/YY) | **Reason for leaving** |
| --- | --- | --- | --- | --- |
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| Please use the space below to explain any gaps in your employment | | | | |
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**Education**

Please list your most recent education first and continue on a separate sheet, or expand the table, where necessary.

| **Date** | **School/ College/ University** | **Qualifications/ Subjects Taken** | **Examination**  **Results/ Grades** |
| --- | --- | --- | --- |
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**Continuing Professional Development**

Please list the courses you have attended during the last three years.

| **Name of course and provider** | **Award/ qualification gained** | **Full or part time** | **Start Date** (MM/YY) | **End Date** (MM/YY) |
| --- | --- | --- | --- | --- |
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**Additional Details**

| **Other Professional Qualifications** including membership of Professional Bodies |
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| **Other Experience Relevant to the Post** e.g. Work Experience, Voluntary Positions |
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| **Personal Interests** |
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**Knowledge, Experience and Skills**

| **Using no more than two sides of A4, describe how your personal qualities and professional experience qualify you for this position?** Please refer to the Job Description and Person Specification documents, which are contained within the Candidate Pack. |
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**Confidential Information**

**Disclosure and Barring and Recruitment Checks**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.

Any offer of employment is subject to a satisfactory Enhanced DBS check. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.

| **Do you have a current DBS Certificate?** | YES | |  | | NO | |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If you’ve lived or worked outside of the UK in the last 5 years, the Trust 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 or worked outside of the UK in the last 5 years?** | YES | |  | | NO | |  | |
| Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we’ve received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis. | | | | | | | | |
| **Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people?** | YES | |  | | NO | |  | |
| **Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?** | YES | |  | | NO | |  | |
| **If you have answered ‘yes’ please give full details, continuing on a separate sheet if necessary** | | | | | | | | |
|  | | | | | | | | |
| **Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?** If yes, please attach details to include the offence and the date. | | YES | |  | | NO | |  |

**Data Protection Statement**

| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you are successful in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner’s Office. |
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**Referees**

Please provide the contact details of two referees (covering the last three years), one of whom should be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of a friend.

|  | **1st Referee** | | | | **2nd Referee** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | |  | | | |
| **Job Title** |  | | | |  | | | |
| **Organisation** |  | | | |  | | | |
| **Relationship** |  | | | |  | | | |
| **Address** |  | | | |  | | | |
| **Telephone Number** |  | | | |  | | | |
| **Email Address** |  | | | |  | | | |
|  | Is this referee aware of your application for this post? | | | | Is this referee aware of your application for this post? | | | |
| YES |  | NO |  | YES |  | NO |  |
| Are you willing for this referee to be approached prior to interview? | | | | Are you willing for this referee to be approached prior to interview? | | | |
| YES |  | NO |  | YES |  | NO |  |

**Declaration**

I acknowledge that The Reach Free School is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not disqualified from working with children, or subject to sanctions.

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, check on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by The Reach Free School as satisfactory.

I also declare that I will not contact any member of The Reach Free School to further this application (and I understand that to do so would disqualify me from further consideration) unless the advertisement invites me to contact a named individual to seek further details.

**Note:** Should you be short listed, you will be asked to bring documentation relating to this application with you to the interview. A full list of required documents will be sent to you. **Any offer of employment will be subject to successful verification of these documents.**

| **Signed** |  | **Date** |  |
| --- | --- | --- | --- |

**Please complete and return to:**

The Reach Free School,

Long Lane

Rickmansworth

Hertfordshire

WD3 8AB

Or via email to kmckay@reachfree.co.uk