

**PRIVATE AND CONFIDENTIAL**

**Application for Employment**

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| **FULL NAME:** |  |
| **POSITION APPLIED FOR:** |  |

Thank you for your interest in Radley College. Please complete **all** sections (including Personal Details and Recruitment of Ex-Offenders declaration) before submitting your application.

Please either complete this form clearly in black ink or electronically. If there is insufficient room in any section please continue on a separate sheet, clearly indicating the relevant section number at the top of the page. We **cannot** accept CVs in support of this application.

If you are short-listed for interview you will be contacted directly by telephone or email. Unsuccessful applicants will be notified by email.

Please return completed applications to The HR Department, Radley College, Abingdon, Oxon OX14 2HR or email to [applications@radley.org.uk](mailto:applications@radley.org.uk).

**If you have any questions regarding the completion of this form, please contact the Head of HR.**

Sarah Ballard

01235 543132

[sarah.ballard@radley.org.uk](mailto:sarah.ballard@radley.org.uk)

**PART 1**

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| **1. PERSONAL DETAILS** | | | |
| **Title:** | Mr/Mrs/Miss/Dr/Other (please specify) | | |
| **Surname:** | | | |
| **Please list all previous surnames used:** | | | |
| **Forename:** | | **Middle name(s):** | |
| **Current address:**  **Postcode:** | | **Contact Numbers:** Please tick next to which method of contact you would prefer us to use | |
| **Home:** |  |
| **Mobile:** |  |
| **Email:** |  |
| **Date of birth:** | |  | |
| **National Insurance Number:** | |  | |
| **What is your current notice period?** | |  | |
| **Are there any restrictions on you taking up employment in the UK?** YES/NO  **If you have a work permit please provide the expiry date:** | | | |
| **Have you lived outside the UK, for over three months, during the last 5 years?** YES/NO  **If so, you will need to supply a Police Certificate of Good Conduct from that country.** | | | |
| **Do you have a current UK driving licence?** YES/NO | | | |
| **Are you first Aid qualified?** YES/NO  If yes, when did you last complete the training? (MM/YYYY) | | | |
| **Where did you hear about this vacancy?** | | | |

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| **2. EDUCATION AND QUALIFICATIONS** | | | |
| Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there. **It is important that dates show both month and year.** | | | |
| **Secondary school(s) attended** | | | |
| Name and location | Dates attended  From (MM/YY) | To (MM/YY) | Qualifications attained (subject, level, grade) |
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| **College(s) attended** |  |  |  |
| Name and location | Dates attended  From (MM/YY) | To (MM/YY) | Qualifications attained (subject, level, grade) |
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| **Universities attended** |  |  |  |
| Name and location | Dates attended  From (MM/YY) | To (MM/YY) | Qualifications attained (subject, level, grade) |
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| **Membership of professional bodies:** | |  |  |
| **Name of professional body** | **Level** | **Qualification** | **Date Achieved** |
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| **Other courses: Please list below any courses you have attended which are required for the position or are relevant to it (continue on a separate sheet if necessary)** | | | |
| **Name of course, where completed and qualification attained** | | | **Date completed (MM/YY)** |
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| **3. EMPLOYMENT HISTORY** | | | | |
| Please supply a full history in date order (with start and end dates, specifying month and year) starting with your current/most recent employer first, of **all** **employment, self-employment and any periods of unemployment** since leaving secondary education. You **must** provide, where appropriate, explanations for **any** periods not in employment, self-employment or further education/training and in each case reasons for leaving employment. Please continue on a separate sheet if necessary. | | | | |
| **Employment dates** | |  |  |  |
| **From (MM/YY)** | **To (MM/YY)** | **Name and address of employer** | **Job title and brief summary of main responsibilities** | **Reason for leaving** |
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| **3. EMPLOYMENT HISTORY (CONTINUED)** | | |  |  |
| **Employment dates (continued)** | |  |  |  |
| **From (MM/YY)** | **To (MM/YY)** | **Name and address of employer** | **Job title and brief summary of main responsibilities** | **Reason for leaving** |
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| **3. EMPLOYMENT HISTORY – GAPS**  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details. | | | | |
| **Dates** | | **Reason for gap in employment** | | |
| **From (MM/YY)** | **To (MM/YY)** |  |  |  |
| **Please continue on a separate sheet if necessary** | | | | |

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| **4. LEISURE/NON-WORK ACTIVITIES** | |
| Outline particular interests you have outside work. | |
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| **5. EXISTING CONTACTS WITHIN THE SCHOOL** | |
| In accordance with our Equal Opportunities Policy, and to ensure an unbiased selection process, please indicate if you know or are related to any existing employees at the school, and if so, how you know/are related to them. | |
| **Name and position at the school** | **Relationship to you (friend, neighbour, sister)** |
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| **6. SUPPORTING INFORMATION** | |
| 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 attitude to undertake the duties of this post. Continue on a separate sheet if necessary. | |
| **7. REASONS FOR LEAVING YOUR CURRENT ROLE** | |
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| **8. REFEREES** | |
| Please supply the names and contact details of three people we may contact for references. One of these must be your current or most recent employer. If you have worked with children in the past please include this as one of your referees. Referees should not be a relative, someone known to you solely as a friend or a Radley employee. The school reserves the right to take up references from any previous employer. | |
| **Referee 1** |  |
| Name: |  |
| Full address: |  |
| Telephone number: |  |
| Email: |  |
| How do you know this person? |  |
| Occupation: |  |
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| **Referee 2** |  |
| Name: |  |
| Full address: |  |
| Telephone number: |  |
| Email: |  |
| How do you know this person? |  |
| Occupation: |  |

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| **Referee 3** |  |
| Name: |  |
| Full address: |  |
| Telephone number: |  |
| Email: |  |
| How do you know this person? |  |
| Occupation: |  |

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| Have you worked with children during your employment? | YES/NO |
| Have you undertaken volunteer work involving children? | YES/NO |

**All offers of employment are subject to:**

Pre-employment immigration check

Satisfactory medical clearance

References satisfactory to the school

Proof of qualifications relevant to the post

A satisfactory certificate from the Disclosure and Barring Service

Overseas police check(s) where necessary

**I declare the information I have given is, to the best of my knowledge, accurate and complete.**

**Signed ……………………………………………….. Date ……………………………..**

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**PLEASE CONTINUE TO COMPLETE PART 2**

**PART 2**

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| **PERSONAL INFORMATION** | |
| These sheets will be detached from your application form before the short-listing process and held separately in a confidential file. This information will enable us to record and monitor information in connection with equal opportunities and is necessary to ensure our school complies with its Safer Recruitment obligations, as required of all schools by the Government. | |
| **First name(s)** | **Surname:** |
| **Nationality:** | |
| **Special equipment or adjustments required:** | |
| **Current salary £**  **Please list any other allowances** | |

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| **Previous address(es)** | | | | | | | | |
| If you have been resident at your current address for less than five years, please provide all previous addresses during that period. Please continue on a separate sheet, if necessary. | | | | | | | | |
| **Full address and postcode** |  | | | |  | | | |
| **Resident at this address:** | **From**  MM/YY |  | **To**  MM/YY |  | **From**  MM/YY |  | **To**  MM/YY |  |

**CRIMINAL RECORD**

Any offer of employment is conditional upon the College obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the College considers to be satisfactory. The College applies for an Enhanced check for Regulated Activity from the DBS (which includes a check of the Children’s Barred List) in respect to all positions at the College which amount to regulated activity. It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. If you are successful in your application you will be required to complete an online DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. Before answering the questions over the page please read the information on spent convictions and DBS filtering rules detailed in the College’s Recruitment of Ex-offenders Policy and/ or available on the DBS website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have a criminal record this will not automatically debar you from employment; each case will be fairly and objectively assessed by the College in relation to the nature of the employment applied for, and the nature of the offence concerned.

Any member of staff, their family (if over 16 and living in school accommodation), volunteer, agency/contract staff working at the school or any other adult coming into regular contact with the children or having unsupervised access to school premises, will not be employed or permitted to live or work on school premises if recruitment checks disclose that they have been convicted of an offence (including ‘spent’ offences) which indicate that they may be unsuitable to work with or have regular contact with children.

Please note that any employer (where children are involved), whom we contact for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the Department of Education, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome.

**Before answering these questions, please see the information on spent convictions and the DBS filtering rules.**

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| --- | --- |
| **Have you been convicted by the courts of any criminal offence?** | YES/NO |
| **Is there any relevant court action pending against you?** | YES/NO |
| **Have you ever received a caution, reprimand or final warning from the police?** | YES/NO |

If answering ‘Yes’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ‘Confidential’ with your application form.

**DECLARATION**

* I confirm that the information given on this application form is true and correct to the best of my knowledge.
* I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. If false information is provided it will be reported to the regulatory body.
* I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal, and may amount to a criminal offence.
* I consent to the College processing the information given on this form, including any “sensitive” information, as may be necessary during the recruitment and selection process.

* I consent to the College making direct contact with the people specified as my referees to verify the reference.
* I understand that, if my application is successful, the information provided in this form (together with any attachments) will be retained on my personal file; if my application is unsuccessful, all documentation relating to my application will be destroyed by confidential shredding within 12 months.

**Signed: ………………………………………………………… Date: …………………………………**