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|  | Job Application Form |

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| Please complete this Application Form in full. CVs will not be accepted in substitution. | |
| **Post Applied for:** |  |
| **Where did you see the post advertised?** |  |

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| **Personal Details:** | | | | | |
| Title (Mr, Mrs, Mx, Ms, Miss, Dr): | First Name(s): | Surname: | | | Date of Birth: |
| If you have previously been known by another name, please specify: | | | |  | |
| Current Address and Postcode: | | | | | |
| Previous Addresses: (**If you have been at the above address for less than 5 years, please provide dates and addresses covering this period. Continue on a separate sheet if necessary)** | | | | | |
| Contact Number: | | |  | | |
| Mobile Number (if different): | | |  | | |
| Email Address (used to contact you about your application): | | |  | | |
| Please indicate whether you know any existing employee, pupil, volunteer or Governor at the School and if so please provide details of how you know them (nature of relationship, full name, year group, or employment role as applicable) | | |  | | |

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| **Right to work and further Details:** | | |
| Do you currently have the right to work in the UK? (If yes, you will need to provide a share code or original documents as proof) | Yes | No |
| Do you have a hold a current valid driving licence? | Yes | No |
| Do you have qualified teacher status? | Yes | No |
| Teacher’s pension reference number (teaching staff only) |  | |
| National Insurance Number |  | |
| Have you lived outside the UK for more than 3 months in the last 5 years? | Yes | No |
| If Yes, be aware that you will need to provide the School with a Criminal Record Check from the country/ies. More information can be found here: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>. Teachers will need to obtain a letter from the professional regulating authority in the country (or countries) in which they have worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the [Regulated Professions database](https://ec.europa.eu/growth/tools-databases/regprof/). Applicants can also contact the [UK Centre for Professional Qualifications](https://cpq.ecctis.com/) who will signpost them to the appropriate EEA regulatory body. | | |

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| **Education and Qualifications:** Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g. School, College or University) most recent first | Dates Attended | | Qualifications with grades and dates obtained (following appointment these will be checked) |
| From (Month/Year) | To (Month/Year) |
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| **Professional Development/training:** Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. Please continue on a separate sheet if necessary. | | | |
| Course Title | Course Provider | Dates | Award (if any) |
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| **Membership of Professional Bodies:** | | |
| Please give details of any relevant professional bodies to which you belong. | | |
| Name of Professional Body | Membership Status | Date Membership Commenced |
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| **Employment History:** | | | |
| Please provide your employment history starting with your current or most recent post. | | | |
| **Date Employed From:** | **Date Employed To:** | Position Held: |  |
| Employer’s Name and Address: | | Reason for Leaving: | |
| Notice Period: | |
| Salary: | |
| Main duties: | | | |
| **Date Employed From:** | **Date Employed To:** | Position Held: |  |
| Employer’s Name and Address: | | Reason for Leaving: | |
| Salary: | |
| Main duties: | | | |
| **Date Employed From:** | **Date Employed To:** | Position Held: |  |
| Employer’s Name and Address: | | Reason for Leaving: | |
| Salary: | |
| Main duties: | | | |
| **Date Employed From:** | **Date Employed To:** | Position Held: |  |
| Employer’s Name and Address: | | Reason for Leaving: | |
| Salary: | |
| Main duties: | | | |
| **Date Employed From:** | **Date Employed To:** | Position Held: |  |
| Employer’s Name and Address: | | Reason for Leaving: | |
| Salary: | |
| Main duties: | | | |

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| **Periods When Not Working:** | | |
| Please give details or reasons for other periods/gaps of time when you have not been employed since leaving secondary education | | |
| Date From (Month/Year) | Date To (Month/Year) | Reason |
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| **Supporting Statement:** |
| Please provide your personal supporting statement below detailing **why** you are applying for this position, demonstrating how your skills, experience and knowledge match the requirements set out in the person specification for the post. Please continue on a separate sheet if necessary. |
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| **Referees:** | | | |
| * **References will only be sought for shortlisted candidates.** * **The first referee provided must be your present or most recent employer. If you currently work in a School then the reference must be countersigned by the Head of School/Principal. If you are not currently working with children but have done so in the past, your second referee must be that employer.** * **If this is your first job a reference can be sought from your place of education (Head Teacher/Tutor)** * **Please do not name relatives or people acting solely in their capacity as friends as referees.** * **References will be taken up before interview unless you indicate otherwise below.** | | | |
| **Referee 1 - Current employer/education provider** | | **Referee 2 - Previous employer** | |
| Name |  | Name |  |
| Referee Job Title |  | Referee Job Title |  |
| Email Address (essential): |  | Email Address (essential): |  |
| Tel No: |  | Tel No: |  |
| Do you agree to references being taken up before interview? | YES/NO | Do you agree to references being taken up before interview? | YES/NO |

| **Reasonable Adjustments to the Shortlisting Process:** |
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| The School welcomes applications from disabled applicant. Please indicate in the box below if there is anything that we need to take into consideration, to ensure that the shortlisting process is fair in relation to a disability. We ask all candidates who are invited for interview if they require any adjustments to be made to enable them to participate in the interview. |
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| **Declaration:** | | | |
| As the job that you are applying for involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate a check of the Barred List maintained by the DBS, and any offer of employment will be made conditional on obtaining such satisfactory checks.  We may check the information provided by you on this form with third parties.  I consent to the School collecting and processing the information given on this form, including any “sensitive” and personal information, as may be necessary during the recruitment and selection process, and for equality monitoring.  I understand that my background checks will include an online check including social media and other sites in line with KCSIE guidelines set out by the Department for Education. I declare that the information I have provided in my application and additional documents is true and complete to the best of my knowledge and I agree may be used for the purposes of carrying out such a check.  I also consent to my details being retained so that I may be contacted about any potential future appointment at the school within the next 12 months. This processing will be subject to the provisions of the Data Protection Act 1998, the GDPR 2018 and the Recruitment Privacy Notice in Appendix C of the [School's Recruitment Policy](https://resources.finalsite.net/images/v1676647363/royalrussellcouk/sfir0xk4a91ytmsuynlx/StaffRecruitmentSelectionandDisclosuresPolicyJanuary2022.pdf). If I wish to withdraw my permission at any time, I will write to [hr@royalrussell.co.uk](mailto:hr@royalrussell.co.uk).  **I declare that the information I have given on this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment, or if appointed, may result in my dismissal.** | | | |
| Signature of Applicant |  | Date |  |