

**JOB APPLICATION FORM**



**POST TITLE:**

**REFERENCE NUMBER:**

**CLOSING DATE:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **1. Personal Details** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Title: Mr/Mrs/Ms/Miss/Other: |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Surname/Last Name: |  | First Names: |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Address: |  | Telephone Number including international code if |  |
|  |  |  |  |  | applicable (Home): |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Telephone Number (Mobile): |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Email: |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Post Code: |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Address for Correspondence (if different to home | N.I. No: |  |  |  |  |  |  |  |  |  |
|  |  | address) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Department for Education Registration No: |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Post Code: |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Where did you see or hear about this post? | GTC Registration No: |  |  |  |  |  |  |  |
|  |  |  |  |  | If applicable |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Date QTS received/expected: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Do you hold a current driving licence? |  |  |  |  | Yes |  |  | No |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Is it a Full / Provisional / LGV / PCV licence? |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Phase/s you are trained | EYFS | KS1 |  | KS2 | KS3 |  | KS4 |  | Special |  |
|  |  | to teach |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Subject/s trained in |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**2. Educational / Technical / Professional Qualifications**

(Please name any institute or professional body in full, rather than using initials)

**Secondary Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Where attained | Subjects / Qualifications | Year |  | Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Higher/Further Education** |  |  |  |
| Where attained | Subjects / Qualifications | Year |  | Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Teacher Training** |  |  |  |
| University: | School: | Full/Part Time: |  |
|  |  |  |
| Date started: | Date completed: | Course (PGCE, BEd, BA |
|  |  | with QTS, Schools Direct, |
|  |  | SCITT): |  |
|  |  |  |  |  |
| University/School address: |  |  |  |  |
| Telephone: |  |  |  |  |

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**Teaching Practice**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name, address and type of | Name of Education | Age Range taught | Duration |  |
| school | Authority |  | From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |



**3. Employment History**

Please give details of **all** jobs held including part time and unpaid work, **starting with your present / last** **employer.**

**Previous Employment**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name and full address | Jobs held and | Subjects/age | From | To | Salary/ | Reason |  |
|  | of school/employer | main duties | ranges taught | (exact | (exact | Grade | for |  |
|  |  |  | if applicable | date | date |  | leaving |  |
|  |  |  |  | please) | please) |  |  |  |
|  |  |  |  |  |  |  |  |  |
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**4. Relevant Knowledge, Experience & Skills**

Please demonstrate using examples how your knowledge, experience and skills meet the job requirements described in the person specification. Please include your reasons for and your interest in applying to Raphael Independent School.

**You may prefer to attach your supporting statement as a separate document. Your statement should be no longer than 3 sides of A4.**

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**5. References**

Please indicate two people who can provide references (these should be professional and include your last employer):

Name:

Address:

Tel. No.

E-mail:

Occupation:

Relationship (e.g. Line Manager/Headteacher):

Please note references will be taken up prior to interview for all shortlisted candidates.



Name:

Address:

Tel. No.

E-mail:

Occupation:

Relationship (e.g. Line Manager/Headteacher):

Please note references will be taken up prior to interview for all shortlisted candidates.

**6. Relationship Declaration**

All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Director of Raphael Independent School. Are you related to an existing member of Raphael Independent School as described above?

Yes No

If yes, please provide the following details:

Surname/Last Name: First Names:

Address: Relationship:

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**7. Work Status**

Are there any restrictions to your residence in the UK which might affect your right to take up employment with Raphael Independent School?

Yes No

If Yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes No

***Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.***



**8. Applicant Commitment to Safeguarding**

Raphael Independent School is committed to safeguarding & promoting the welfare of children and young people, as well as adults at risk, in line with the ‘Safeguarding Children and Safer Recruitment in Education’ guidance issued by the Department for Education and expects all staff and volunteers to share this commitment.

**Agreement Statement**

By signing this declaration I confirm that I understand and agree with the schools’ commitment to safeguarding.

I confirm that I am not disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that this post requires an Enhanced Disclosure from the Disclosure Barring Service (DBS).

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**9. Declarations**

**Declaration**

To the best of my knowledge and belief the information I have given is correct. I understand that my application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information. I am also aware of and agree to accept the conditions set out in the accompanying information relating to provision of information of criminal convictions.

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

**Declaration of Criminal Offences**

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, a disclosure request will be made of the Disclosure and Barring Service Checks (DBS) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

|  |  |  |
| --- | --- | --- |
| Details of offence(s) | Place & Date of Judgement(s) | Sentence(s) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Data Protection Act 1998**

I hereby give my consent for personal information (including recruitment monitoring) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data protection Act 1998.

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

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**10. Equal Opportunities Monitoring**

**This page is not mandatory, but will Raphael Independent School monitor their obligations under the Equality Act 2010**

To help us check that we are employing people fairly, please mark the appropriate sections below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Asian*** |  | ***Black*** |  | ***Chinese or other ethnic group*** |
|  |  |  |  |  |  |  |  |
| Indian |  | Caribbean |  | Chinese |  |
|  |  |  |  |  |  |  |  |
| Pakistani |  | African |  | Any other | (please specify) |
|  |  |  |  |  |  | ethnic group |  |
|  |  |  |  |  |  |  |  |
| Bangladeshi |  | Any other | (please specify) |  |  |
|  |  |  | Black |  |  |  |
|  |  |  | background |  |  |  |
|  |  |  |  |  |  |  |  |
| Any other | (please specify) |  |  |  |  |  |
| Asian |  |  |  |  |  |  |
| background |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***Mixed*** |  | ***White*** |  | ***Rather not say*** |  |
|  |  |  |  |  |  |  |  |
| White and Black |  |  | English |  |  |  |  |
| Caribbean |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| White and Black |  |  | Irish |  |  |  |  |
| African |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| White and |  |  | Scottish |  |  |  |  |
| Asian |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Any other mixed |  | (please specify) | Welsh |  |  |  |  |
| background |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Any other White |  | (please specify) |  |  |
|  |  |  | background |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***Age (DOB)*** |  |  | ***Rather not say*** |  |  |  |  |
|  |  |  |  |  |  |  |  |

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**Disability**

The Disability Discrimination Act (1995) defines a person as disabled if they have a physical or mental impairment which has a substantial and long-term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one’s ability to carry out normal day-to-day activities. This definition includes such conditions as cancer, HIV, mental illness and learning disabilities.

Do you consider yourself to have a disability according to the above definition?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  |  |  |
| No |  |  |  |
|  |  |  |
|  |  |  |
| Rather not say |  |  |  |
|  |  |  |
| **Gender** |  |  |  |
| Male |  | Transgender F to M |  |
|  |  |
| Female |  | Transgender M to F |  |
|  |  |
|  |  |
|  |  | Rather not say |  |
|  |  |  |

***Please return your completed application form by email only to:***

**admin@raphaelschool.com**

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