



## OLD VICARAGE SCHOOL

### EMPLOYMENT APPLICATION FORM - NON-TEACHING STAFF

48 Richmond Hill, Richmond upon Thames, Surrey TW10 6QX

Email: [recruitment@oldvicarageschool.com](mailto:recruitment@oldvicarageschool.com)

*Office use only:*

<i>Form acknowledged:</i>		<i>Interview date/time:</i>	
<i>Applicant advised:</i>		<i>Result notified:</i>	

<b>Post applied for:</b>	
<b>How did you hear about this position?</b>	

#### SECTION 1 – PERSONAL DETAILS

<b>Title:</b>		<b>Date of Birth:</b>	
<b>Surname</b>			
<b>Forename (s)</b>			
<b>Address:</b>			
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Nationality:</b>		<b>NI Number:</b>	
<b>If not a British / EU citizen, are you currently eligible for employment in the UK?</b> Yes / No			
<b>Please provide details:</b>			
<b>Have you any family connection, or other close relationship with an existing employee, volunteer or Governor of Old Vicarage School? If so, please provide details:</b>			

#### Old Vicarage School Trust

48 Richmond Hill, Richmond upon Thames, Surrey TW10 6QX. Tel: 0208 940 0922    [www.oldvicarageschool.com](http://www.oldvicarageschool.com)

Registered office: 48 Richmond Hill, Richmond upon Thames, Surrey TW10 6QX. Company Registration No. 1092758.

Headmistress: Mrs Gillian Linthwaite MA (Oxon). Registered Charity No. 312671.

**SECTION 2 – EDUCATIONAL HISTORY:**

Name of School, College, University. Please start with the most recent.	Dates of attendance		Examinations / Qualifications
	From mm/yy	To mm/yy	

**SECTION 3 - OTHER VOCATIONAL QUALIFICATIONS, TRAINING OR SKILLS:**

Name of Awarding Body Please start with the most recent.	Qualifications Obtained. Grade and Level.	Date Obtained mm/yy

## SECTION 4 – CURRENT OR MOST RECENT EMPLOYMENT

<b>Job title:</b>			
<b>Employer's name and address:</b>			
<b>Date employment began:</b>			
<b>Brief description of responsibilities.</b>			
<b>Date employment ended</b> (if applicable):		<b>Current salary / salary on leaving:</b>	
<b>Do you / did you receive any employee benefits? If so, please provide details:</b>			
<b>Reason for leaving / seeking other employment:</b>			

## SECTION 5 – OTHER EMPLOYMENT IN DATE ORDER

Please start with the most recent. If you have any 'breaks' in your employment history, please include explanatory details below at the appropriate point. Please continue on a separate sheet if necessary.

<b>Dates</b>	<b>Name and address of employer</b>	<b>Job title and key responsibilities</b>	<b>Reason for leaving</b>
From:			
To:			
From:			
To:			

From:			
To:			
From:			
To:			
From:			
To:			

## SECTION 6 – INTERESTS

Please give details of any leisure interests, voluntary activities, membership of organisations etc..

--

## SECTION 7 – PERSONAL QUALITIES, SKILLS AND ABILITIES

Please provide any other information that may assist your application, including why you believe yourself to be suitable for this post.

--

## SECTION 8 – REFEREES

Please provide two referees. One referee should be your current or most recent employer. Please note references will not be accepted from relatives or from referees writing solely in the capacity of friends.

<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Organisation:</b>		<b>Organisation:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Tel no:</b>		<b>Tel no:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>May we contact this referee prior to interview?</b>	Yes / No	<b>May we contact this referee prior to interview?</b>	Yes / No
<b>In what capacity is this person known to you?</b>		<b>In what capacity is this person known to you?</b>	

## SECTION 9 – EQUAL OPPORTUNITIES

It is the policy of the Old Vicarage School Trust to employ the best qualified personnel and to provide equal opportunity for the advancement of employees, including promotion and training, and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period. The School will make reasonable adjustments to accommodate disabilities of both successful and prospective applicants.

## SECTION 10 – DATA PROTECTION

To meet our obligations under Data Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by Old Vicarage School for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998.

Candidates should be aware that Old Vicarage reserves the right to search social media sites during the selection process in order to discover what is on your profile in the public domain.

## SECTION 11 – CRIMINAL RECORDS

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the DBS (Disclosure and Barring Service) which the school considers to be satisfactory. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.

Candidates should be aware that the School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs (including those which would normally be considered as 'spent' under the Act) must be declared. Please note that any false declaration or misleading statement or a significant omission may disqualify you from employment and render you liable to dismissal. If you have a criminal record this will not automatically debar you from employment as we shall assess each case fairly, taking into consideration the nature of the offence and any other relevant factors.

## SECTION 12 – DECLARATION

Old Vicarage School is committed to safeguarding and promoting the welfare of children. We are required to ensure that staff are not employed who pose a threat to children. All members of staff are required to have an enhanced DBS (Disclosure and Barring Scheme) check. Anyone who is on the Children's Barred List may not work for the school. Individuals who are disqualified under the Childcare (Disqualification) Regulations 2009 are not permitted to work in early or later years provision or be directly concerned in the management of that provision. If a member of staff lives or works in the same household as someone who is disqualified, they may become disqualified by association.

This post is subject to the Rehabilitation of Offenders Act 1974. Applicants are required to disclose all convictions, cautions and bind overs, including those required as 'spent'.

**Please read and answer the following declaration questions:**

1.	Are you on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Are you living in a household with anyone who has been 'disqualified' or received any cautions or convictions for certain violent and sexual criminal offences against children or adults.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Do you have any convictions, cautions and bind overs, including those required as 'spent'?	Yes <input type="checkbox"/> No <input type="checkbox"/>

*If you answer 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.*

**By signing this declaration:**

- I confirm that the information provided is true to the best of my knowledge.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I confirm that I know of no reason, on grounds of mental or physical health, why (subject to any reasonable adjustments for qualifying persons under the Disability Discrimination Act 2005) I should not be able to discharge the responsibilities required by the post in question and I understand that any offer of employment made by the School will be conditional on verification of medical fitness.
- 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.

Signature: ..... Date: .....

**Please post your completed form to:**

Mrs Alison Povall, HR & Compliance Officer  
Old Vicarage School, 48 Richmond Hill, Richmond upon Thames, Surrey TW10 6QX

**Or send it by email to:** [recruitment@oldvicarageschool.com](mailto:recruitment@oldvicarageschool.com)