



Radnor House  
— TWICKENHAM —  
celebrating every individual

## CONFIDENTIAL

### SUPPORT STAFF APPLICATION FORM

Please print in black ink or word-process when completing this form

1.

Application for  
the position of:

2.

First names

Last name

Title

Any previous last names

Address

Current Address:

Five Year Address History:

Mobile tel. no.

Evening tel. no.

Email:

Driving licence?

YES / NO

Current first aid?

NO

Have you the right  
to work in the UK?

YES (Indefinite work visa)

**3. Education** (Secondary, Further / Higher)

Establishment (name and town)	From	To	Qualifications / Grade / Date awarded

**4. Job related training** (include membership of professional institutes, vocational and non-vocational courses)

Institute / Courses studied	From	To	Standard or level achieved and date awarded

**5. Employment history**

If this is going to be your first job after leaving school or college you may wish to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

**Current employer**Employer  
name/department

Address

Postcode

Post held

Date appointed

Notice period

**Previous experience** (most recent employer first). **Please include details of gaps in employment here.**

**Please attach continuation sheets if necessary.**

Employer’s name and type of business	Post held	Date				Reason for leaving
		From		To		
		Month	Year	Month	Year	

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**6. Reasons for applying for this position:**

**7. Experience and personal skills**

**Please give details of all experience, skills and abilities relevant to this position.**

If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, eg Parent Governor, play school assistant, committee member, VSO, Treasurer of a club, CAB volunteer etc.

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**8. Additional relevant interests** (Such as membership of any club, leisure activities and hobbies)

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**9. References**

Please give details below of two people who can provide information that will confirm your suitability for this position. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. **Please mark X against a referee you do not want us to contact at this stage.**

Name

Position

Company

Address

Postcode:

Daytime tel. no.

Email:

**2<sup>nd</sup> Reference**

Name

Position

Company

Address

Postcode

Daytime tel. no.

Email:

## 10. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a position that involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those that are 'spent'.

I have no convictions, cautions or bind overs, which include those regarded as 'spent' that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) \*

YES

☐

NO

☐

I enclose details of convictions, cautions or bind overs, which include those regarded as 'spent' that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) \* If Yes, please give details including dates on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it. If submitting electronically, attach it with this form.

YES

☐

NO

☐

Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA) or the General Teaching Council?

YES

☐

NO

☐

### PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the ISA.**
- Copies of the school's policy on the employment of ex-offenders and the DBS Code of Practice are available on request.
- Copies of disclosure certificates are retained by Radnor House until after the commencement of employment. The fact that a disclosure has been processed, with dates, is then recorded on our computerised personnel record system and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998.
- Radnor House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

*\* 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 at the Disclosure and Barring Service website: <https://www.gov.uk/government/publications/dbs-filtering-guidance>*

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## 11. Where did you see the advertisement for this position?

## 12. Further information and declaration

Current Salary

Grade (if applicable)

Other allowances

National insurance number

Would you require sponsorship (previously a work permit) to take up this position

YES

☐

NO

☐

Canvassing in any form may disqualify you from employment. If you have a direct relationship with the Proprietor, or a member of the Board of Directors or a senior employee of Radnor House, please state their name(s) and the nature of the relationship.

## 13. Equal Opportunities

It is the policy of Radnor House School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religion or belief, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Radnor House School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. The School will make reasonable adjustments to accommodate disabilities of both successful applicants and prospective applicants.

14. I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 2018. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

**Please return the completed application form and covering letter to:**

**Human Resources, Radnor House, Pope's Villa, Cross Deep, Twickenham, TW1 4QG**

**Or email it confidentially to: [hr@radnorhouse.org](mailto:hr@radnorhouse.org)**

Signature of Candidate

Date