



Radnor House
— TWICKENHAM —
celebrating every individual

CONFIDENTIAL

TEACHING STAFF APPLICATION FORM

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

1. Application for the
position of:

(as advertised)

2. Last Name

First Names

Title

Any Previous Last Names

Address

Current address:

Five Year Address history:

Daytime
Tel No.

Evening /Mobile
Tel No.

E-mail

Driving
Licence
First Aid

Have you a valid UK driving licence?

YES / NO

Do you have a current First Aid Certificate?

YES / NO

Right to work

Have you the right to work in the UK?

YES / NO

3. Education and qualifications (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

(a) Secondary/Further Education

Name of school/college	Dates		Subject and Qualification	Grade and date awarded	
	From	To			

(b) Higher Education and Courses leading to other relevant qualifications

eg. courses leading to qualified status or graduate teacher status and to membership of professional institutions.

Higher Education: Establishments attended	Dates		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

4. Current employment

Employer

School/College Number on Roll

Post Held (specify any additional allowances)

(If part-time, please give details) Date appointed

Subjects, age groups taught and other responsibilities

Notice required and / or date available if appointed

5. Previous experience If a part-time appointment, please state. A separate curriculum vitae should **not** be enclosed in substitution but may be forwarded in addition. **A continuous employment history is required from when you left full time education. *Please include details of gaps in employment* and attach continuation sheets if necessary.**

(a) Teaching (most recent employment first)

Employer and School/College	Type of School	No. on Roll	Age Range	Status of Post, subjects taught	Reason for Leaving	Inclusive Period (month & year)	

(b) Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of all gaps in employment here (attach a separate sheet if needed).

Please list below in date order starting with the most recent:

6. Statement in support of your application. This may include experience and personal skills relevant to the position applied for. It could also include voluntary work, additional interests such as membership of clubs, leisure pursuits or hobbies. It should include your reasons for applying for this position and what makes you a suitable candidate.

Applicants should confine this to a maximum of two sides of A4.

An additional letter is not required if completing this section.

7. Confidential References (Please ensure your referees know this reference is being requested)

Names, addresses and status of two referees (one of whom, if employed, must be your present Headmaster / Headmistress). 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 indicate with X if you do not want your referee contacted at this stage of your application.

(1) Present Employer	(2)
Name	Name
Address	Address
Tel No (inc. STD code)	Tel No (inc. STD code)
Fax No	Fax No
Email address	Email address
Occupation	Occupation

8. Further professional information

DfE No. (as provided by the DfE letter. You may be asked to provide this)

Qualified Teacher Status? **YES / NO** **Date:**

Registered with the GTC? **YES / NO**

If qualified as a teacher after 7 May 1999, have you completed a statutory induction year? **YES / NO**

Do you require sponsorship (previously a work permit) to take up this post? **YES/ NO**

Where did you see the advertisement for this post?

9. 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>*

10. Further information

Salary Scale Current Salary £ Incremental point

Would you require sponsorship (previously a work permit) to take up this position YES NO

National Insurance Number

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.

11. 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.

12. 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 1998. 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.

Signature of Candidate

Date

Please return the completed Application Form and covering letter to:

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

Or Email it confidentially to: hr@radnorhouse.org

Signature of Candidate

Date