

# Orange Tree School

## APPLICATION FORM

Headteacher: Ms Zoe Ramshaw

Registered company address: Holcombe Hill, The Ridgeway, Mill Hill, London, NW7 4HX



### Position Applied For:

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### 1. Personal Details

Title:	Forename(s):	Surname:
Date of Birth:	Preferred Name:	Former Name(s):
Address:		Home Telephone Number:
		Work Telephone Number:
Postcode		
Email Address:		Mobile Telephone Number:

<p>Are you currently eligible for employment in the UK?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please provide details:</p>	<b>TEACHERS ONLY</b>	
	Are you registered with the Teaching Agency (formerly the GTC) for England?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you have Qualified Teacher Status?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Teacher's RP Number:	Date of QTS:	



### 3. Other Vocational or Professional Qualifications, Skills or Training

Please provide details of any vocational or professional qualifications or skills that you possess or training you have received which you consider to be relevant to the role for which you have applied.

Name of Professional Body / University / College / School	Dates of attendance		Examinations			
	From	To	Subject	Result (if applicable)	Date	Awarding body

Please provide details of your Continual Professional Development (CPD) over the last 3 years.

### 4. Current Employment

Current/most recent employer's name and address:		Appointment Dates:	
		From:	To:
Current/most recent job title:		Most recent salary, allowances and other benefits:	
Brief description of responsibilities:			
Reason for seeking other employment:		Please state when you would be available to take up employment if offered:	



## 8. Suitability

Please address the criteria detailed in both the Job Description and the Person Specification to demonstrate why you feel you are suitable for the role.

a) How do your skills and competencies make you a strong candidate for this role?

b) What have been your most significant achievements to date?

(Please continue on additional sheets if necessary)

## 9. Criminal records

An offer of employment is conditional upon Ellern Mede School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which Ellern Mede School considers to be satisfactory. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered "protected". This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/organisations/ministry-of-justice>

The attached Flow Chart provides a guide on what should or will be disclosed on a DBS. However you are advised to take independent and confidential advice from NACRO [www.nacro.org.uk](http://www.nacro.org.uk) (0300 123 1999) or UNLOCK [www.unlock.org.uk](http://www.unlock.org.uk)

There is a list of offences that will always be disclosed on an Enhanced DBS (unless they relate to youth caution) available at [www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-criminal-record-check). These are known as "specified offences" and are usually of a serious violent or sexual nature, or are relevant for the safeguarding of children and vulnerable adults.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes  No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes  No

Is there any relevant court action pending against you? Yes  No

If '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.

I confirm that I am not on either the Children's Barred List or the Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

Yes  No

## 10. References

Please supply the names and contact details of two people who we may contact for references.

**One of these must be your current or most recent employer.** If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Ellern Mede School reserves the right to take up references from all shortlisted candidates before interview. Ellern Mede School also reserves the right to take up references from any previous employer.

Referee 1		Referee 2	
Name:			
Job Title:			
Organisation:			
Address:			
Telephone Number:			
Email Address:			
May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 11. Recruitment

It is Ellern Mede School's policy to employ the most suitable person for each appointment and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. All appointments within Ellern Mede School are subject to a probationary period.

Ellern Mede School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If your application is successful, Ellern Mede School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

## 12. Declaration

Please check the boxes

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- 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.
- I consent to Ellern Mede School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to Ellern Mede School making direct contact with the people specified as my referees to verify the reference.
- By submitting this application, you give consent to Ellern Mede School processing your application in accordance with safer recruiting procedures.

Signature:

Date: