



## JOB APPLICATION FORM

<b>POST TITLE:</b>
<b>REFERENCE NUMBER:</b>
<b>CLOSING DATE:</b>

### 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:			N.I. No:			
Address for Correspondence (if different to home address)						
Post Code:			Department for Education Registration No:			
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 to teach	EYFS	KS1	KS2	KS3	KS4	Special
Subject/s trained in						



## 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:		



Teaching Practice				
Name, address and type of school	Name of Education Authority	Age Range taught	Duration	
			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 of school/employer	Jobs held and main duties	Subjects/age ranges taught if applicable	From (exact date please)	To (exact date please)	Salary/Grade	Reason for leaving

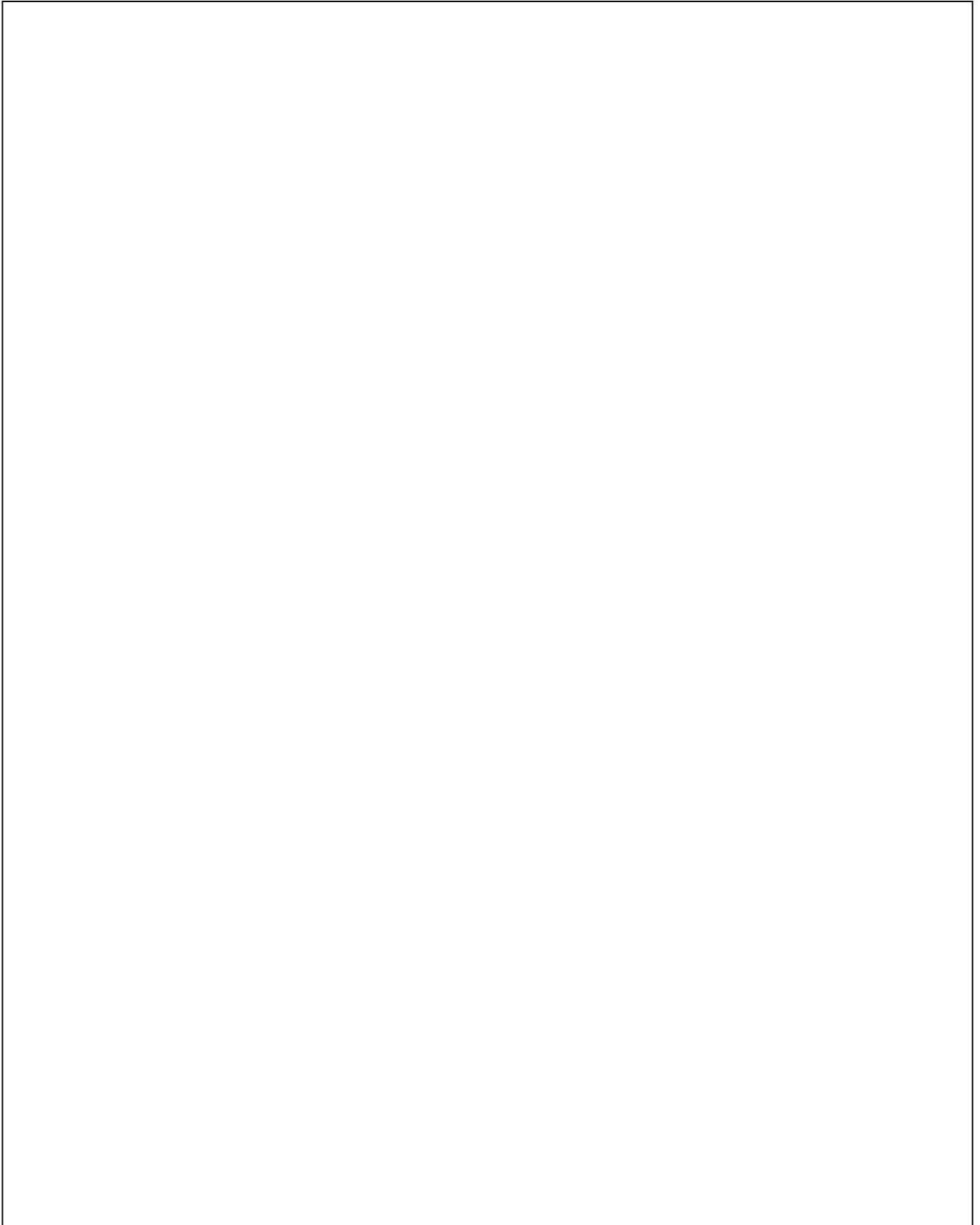


--	--	--	--	--	--	--

#### 4. Relevant Knowledge, Experience & Skills

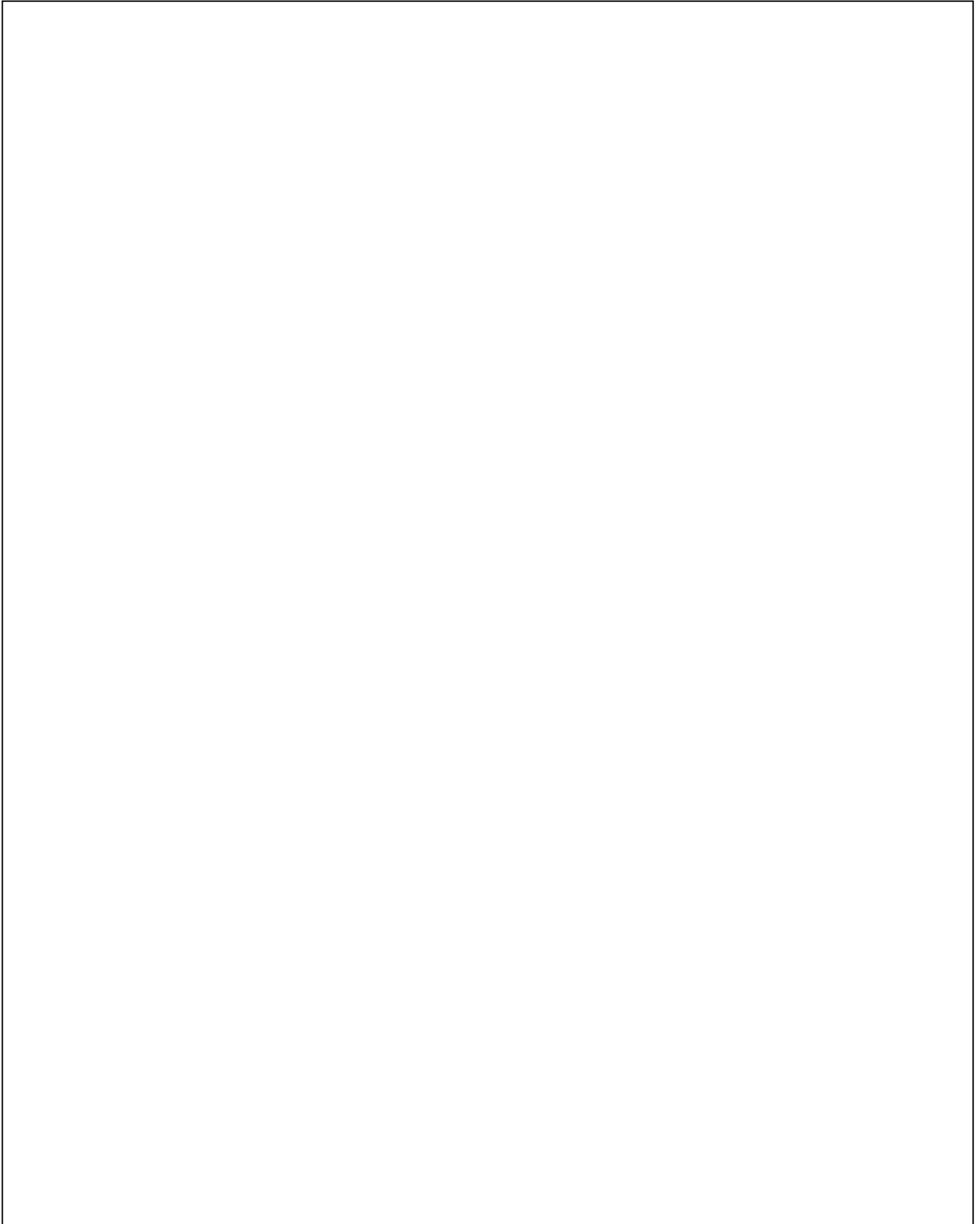
Please demonstrate using examples how your knowledge, experience and skills meet the job requirements described in the person specification. Please include your reasons for and your interest in applying to Raphael Independent School.

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





# Raphael Independent School





## 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:



## 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: \_\_\_\_\_





## 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:**



# Raphael Independent School



## 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.

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



## 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](mailto:admin@raphaelschool.com)**