



# ROSE HILL SCHOOL

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## APPLICATION FORM

Please complete in BLACK ink.

<b>POST APPLIED FOR:</b>			
<b>DATE OF APPLICATION:</b>			
<b>PERSONAL DETAILS</b>			
Title:		Surname:	
Forename(s):		Former Surname (if applicable):	
Address:		National Insurance No:	
		Teacher Ref No:	
		Daytime Tel No:	
		Evening Tel No:	
Post code:		Mobile Tel No:	
E-mail:		Do you have QTS?	Yes/No
If you have been at this address for less than 5 years please provide details of previous addresses covering this period on a separate sheet.			
Please indicate whether you have any family or close relationships with existing employees/employment at Rose Hill School or children attending the School YES/NO If YES, give details:			
<b>ACADEMIC &amp; PROFESSIONAL QUALIFICATIONS</b> (chronological order)			
Names & Addresses of Schools/Colleges	From (Mth/Yr)	To (Mth/Yr)	Qualifications Obtained

**PERSONAL DEVELOPMENT:** Please list any training courses/seminars attended to develop your skills.

Course Title	Date	Details of Course

**DETAILS OF PRESENT OR MOST RECENT EMPLOYER**

From	To	Position/Job title
Name and Address		Main duties
Salary £	Responsible to	Reason for leaving (if applicable)

DETAILS OF PREVIOUS EMPLOYERS (in reverse order)		
From	To	Position/Job Title
Name and Address		Main duties
Responsible to		Reason for leaving

From	To	Position/Job Title
Name and Address		Main duties
Responsible to		Reason for leaving

From	To	Position/Job Title
Name and Address		Main duties
Responsible to		Reason for leaving

From	To	Position/Job Title
Name and Address		Main duties
Responsible to		Reason for leaving

**GAPS IN EMPLOYMENT**

Please account for any gaps in employment:

FROM	TO	REASON

**LEISURE INTEREST AND HOBBIES**

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**HEALTH**

Please note that the successful applicant will be required to complete a Health Questionnaire and make a declaration that he/she is medically fit for the post. If necessary he/she may be asked to undergo a medical examination.

Please provide details of two individuals whom we can contact to obtain a reference. One should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children.

**Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

**Referee 1**

Name

Address

Post Code

Tel No

Fax No

E-mail

In what capacity known?

**Referee 2**

Name

Address

Post code

Tel No

Fax No

E-mail

In what capacity known?

Please note that we will contact these referees if you are short-listed for the post and seek references before interview.

Do you require a permit to work in the UK?

Yes/No

If yes, do you have a current permit to work?

Yes/No

If yes, please provide the original along with originals of any other evidence that you are eligible to work in the UK.

**PERSONAL STATEMENT**

Using Section 6 (Personal Specification) of the Job Description sent to you in your application information, please demonstrate, using examples, your suitability for this position. Begin by giving your reasons for applying for this position.

Reasons for applying:

Personal Statement:

Please continue on a separate sheet if necessary.

**PERSONAL DECLARATIONS**

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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. [www.gov.uk/dbs](http://www.gov.uk/dbs)

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare  
(please delete as appropriate)

I enclose a confidential statement

**DECLARATION - please read carefully**

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signed: ..... Date: .....

Print name: .....

All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview.

## EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for monitoring purposes. This form will be kept separately from your application. Rose Hill recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence. Please complete the form as you feel is most appropriate for you.

**Position applied for:** \_\_\_\_\_

### White:

- British    Any other white background\*

### Mixed:

- White and Black Caribbean    White and Black African    White and Asian    Any other mixed background\*

### Black or Black British:

- Caribbean    African    Any other Black background\*

### Asian or Asian British:

- Indian    Pakistani    Bangladeshi    Any other Asian background\*

### Chinese or other Ethnic Group:

- Chinese    Other Ethnic Group\*

\*Please specify

**Gender** Please specify

**Date of Birth**

### Do you consider yourself to have a disability:

- Yes    No

If yes, please state nature of disability:

The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities"



If you wish, you may disclose information about yourself in this section about your:

Religion
Sexual orientation

<b>How did you become aware of this vacancy?</b>		
Media:	Date:	Reference: