



Ruthin School

APPLICATION FORM FOR THE POST OF:	
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Personal details	
Title (Mr, Mrs, Miss, Ms, Dr, Other)	
Surname	
Forename(s) <i>Please underline the name by which you like to be known</i>	
Former names (if applicable)	
Current Address (this will be used for correspondence)	
Previous Address(es) (if resident at current address for less than five years)	
National Insurance Number:	
Do you require a work permit to undertake the role you are applying for in the UK?	YES/NO/UNSURE
If relevant, please state type of work permit/visa held and the date of expiry:	
Contact details – <i>please only give contact details that you are happy for us to use to contact you about your application</i>	
Telephone number (Home):	
Telephone number (Work):	
Mobile number:	
Email address:	

<p>Ruthin School is committed to safeguarding and promoting the welfare of children and applicants must share this commitment. The information in this application form is requested to help us fulfil our Safer Recruitment checks. All appointed candidates will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</p>
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CAREER HISTORY

Please supply a FULL history in reverse chronological order, with start/end dates of all training, further education, employment, self-employment and any periods of unemployment since leaving secondary school giving reasons for leaving employment. Please use a separate sheet if necessary, or add rows at the end of this section.

Present/most recent Employer/Training: name, address and telephone number	Job title and main responsibilities/achievements OR Activities undertaken during this period	Start/End dates and reason for leaving
Current salary:	£	
Availability (delete as applicable):	I am not working and immediately available to start I have given notice and will be available to start on: I have a notice period of:	
Previous Employers/Training: name, address and telephone number	Job titles and main responsibilities/achievements OR Activities undertaken during this period	Start/End dates + reason for leaving where relevant

Gaps in employment and/or training	Activities undertaken during this period/reasons for gaps	Start/End dates

SCHOOL EDUCATION

Please supply a full history in chronological order, with start/end dates of all education from age 11 – 18 with exam results. Please use a separate sheet if necessary, or add rows at the end of this section.

START DATE	END DATE	SCHOOL/COLLEGE	QUALIFICATION(S)	RESULT(S)

<p>For safer recruitment we need to ensure we have full information on employment and other activities since leaving school. Please confirm the month and year of leaving school.</p>	
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FURTHER EDUCATION / TRAINING ATTENDED

Please supply a full history in chronological order, with start/end dates of all further education and training attended and exam results. Please use a separate sheet if necessary, or add rows at the end of this section.

START DATE	END DATE	COLLEGE/ UNIVERSITY	QUALIFICATION(S)	RESULT(S)

GENERAL

Do you have Qualified Teacher Status (QTS)?	YES/NO	TRN (previously DfES) Number:	
Date QTS achieved:			
Do you have a current full UK driving licence?	YES/NO		
Please provide details of membership of any professional bodies:			

PROFESSIONAL DEVELOPMENT ATTENDED IN THE LAST THREE YEARS

START DATE	END DATE	NAME OF COURSE/ AWARD	PROVIDER	FT/PT

CO-CURRICULAR CONTRIBUTION

Please give any information about co-curricular interests/activities you have undertaken that may be relevant to your role.

ADDITIONAL INFORMATION

Please use this section to tell us why you are a strong candidate for this role. You should refer to the person specification, and show us how you meet our requirements. Please use a separate sheet if necessary.

REFEREES

Please provide the names and contact details of at least two referees including their email addresses. One referee **MUST** be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.

	REFERENCE ONE	REFERENCE TWO
Name		
Job Title		
Organisation and address		
How they know you/ your work		
Email		
Telephone number		
May we contact before interview?	YES/NO	YES/NO

EXISTING CONTACTS WITHIN THE SCHOOL

Please indicate if you know any existing employees, volunteers or governors at the School and if so how you know them.

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CONNECTION TO RUTHIN SCHOOL

Please indicate if you have any prior connection to Ruthin School.

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DATA PROTECTION

The information collected on this form will be used during the recruitment process, and if you are successful will be added to your employee record. If you are unsuccessful the information will be retained for one year following the completion of the recruitment process. For further information on how we use your information and who we may share it with, please refer to the Privacy Notice for Staff which is available on the school website.

DECLARATION

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 bar 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 HR Director. If you would like to discuss this beforehand, please telephone in confidence to the Head or the HR Director 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

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.

Delete one answer:	I have nothing to declare.	I enclose a confidential statement.
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I declare that I have not been disqualified from working with children, I am not named on the Children’s Barred List, and I am not subject to any sanctions imposed by any regulatory body.

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

SIGNATURE _____ **Date** _____

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates must provide evidence as requested of this right.

I confirm that I am legally entitled to work in the UK.

SIGNATURE _____ **Date** _____

Please submit the completed form to registrar@ruthinschool.co.uk. If you have further questions or require any reasonable adjustments to participate in the interview process, please contact Sian Williams, PA to the Headmaster at registrar@ruthinschool.co.uk.