



**APPLICATION FORM**

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| Position applied for: |  |
| Please state where you heard about this vacancy |  |

**PERSONAL DETAILS**

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| Title: | Forenames: | | Surname: |
| Previous Surname(s) including maiden name, if applicable: | | | |
| Preferred Name: | | | |
| Permanent Address: | | | |
| Length of time at above address:  If less than 5 years, please provide all previous addresses for past 5 years below (continue on a separate sheet if necessary): | | | |
| Date of Birth: | | Nationality: | |
| Home telephone number: | | Mobile telephone number: | |
| National Insurance Number: | | E-mail address: | |
| Are there any restrictions on you taking up employment in the UK?  Yes □            No □ | | If you have answered Yes please provide details: | |
| Do you require a work permit?  Yes □            No □ | | If you have answered Yes please provide details | |
| Have you lived outside the UK in the last 5 years?  Yes □            No □  (If yes, we will need to obtain a Police Certificate of Good Conduct from the applicable County) | | If yes please give further details of where you have lived? | |
| Do you have any relationships to existing employees / Governors of Orley Farm School, or are you a parent of a pupil at the school? | | Yes □            No □ | |

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| PLEASE ANSWER THE NEXT QUESTIONS ONLY IF APPLYING FOR A TEACHING POST | |
| Do you have qualified teacher status (QTS)? | Yes □            No □ |
| DfE Reference No: |  |
| Age group or Key Stages that you have taught: |  |
| Main teaching subject or subjects: |  |
| What additional subjects can you offer? |  |

**ACADEMIC AND VOCATIONAL QUALIFICATIONS**

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| PLEASE PROVIDE DETAILS OF MEMBERSHIP OF ANY PROFESSIONAL BODIES | | | |
| Date: | Professional Body Name: | Membership No. | Grade/Level |
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| PLEASE PROVIDE DETAILS OF ALL ACADEMIC AND VOCATIONAL QUALIFICATIONS | | | |
| Award / Qualification | Awarding Body | Date Obtained | Grade (if appropriate) |
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| PROFESSIONAL DEVELOPMENT DURING THE LAST 3 YEARS | | | | |
| Name of Course (and award if gained) | Provider | Full time/Part time or Seconded | From | To |
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**EMPLOYMENT / WORK EXPERIENCE (INCLUDING VOLUNTARY WORK)**

PLEASE ENTER IN CHRONOLOGICAL ORDER, STARTING WITH YOUR CURRENT EMPLOYMENT. PLEASE ENSURE **ALL** SECTIONS ARE COMPLETED. EMPLOYMENT DATES SHOULD INCLUDE EXACT DATE AND YEAR. EMPLOYMENT HISTORY WILL BE DISCUSSED DURING THE INTERVIEW PROCESS AS PART OF OUR RECRUITMENT CHECKS.

In accordance with Safer Recruitment guidelines, please provide an explanation for any periods not in employment and the reasons for this. Voluntary or work experience should be clearly indicated as such. (Continue on a separate sheet if necessary.)

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| Dates to / from: | Position Held: |
| Name and Address of Employer:  Telephone Number: | Salary per annum (please indicate spinal point, responsibility points, London Allowance etc): |
| Reason for leaving: |
| Permanent / temporary / voluntary: |
| Description of work including your role and responsibilities: | |

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| --- | --- |
| Dates to / from: | Position Held: |
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| Reason for leaving: |
| Permanent / temporary / voluntary: |
| Description of work including your role and responsibilities: | |

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| --- | --- |
| Dates to / from: | Position Held: |
| Name and Address of Employer:  Telephone Number: | Salary per annum (please indicate spinal point, responsibility points, London Allowance etc): |
| Reason for leaving: |
| Permanent / temporary / voluntary: |
| Description of work including your role and responsibilities: | |

|  |  |
| --- | --- |
| Dates to / from: | Position Held: |
| Name and Address of Employer:  Telephone Number: | Salary per annum (please indicate spinal point, responsibility points, London Allowance etc): |
| Reason for leaving: |
| Permanent / temporary / voluntary: |
| Description of work including your role and responsibilities: | |

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| **GAPS IN EMPLOYMENT:** In accordance with Safer Recruitment guidelines, please provide an explanation for any periods not in employment and the reasons for this between leaving full time education and your current role | | |
| Month/Year from: | Month/ Year to: | Reason for employment gap |
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| **OVERSEAS LIVING / WORKING:** Please provide details of any periods, of 3 months or more, where you have lived or worked overseas in the last 5 years | | |
| Month/Year from: | Month/ Year to: | Country |
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| Have you ever been dismissed from any previous employment?  If YES please give details | Yes □            No □ |
| Have you ever been involved in a disciplinary procedure relating to children?  If YES please give details including the outcome of the procedure | Yes □            No □ |

**SUPPORTING INFORMATION**

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| Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification of this post.  Continue on a separate sheet if necessary. |

**REFEREES**

Please give full names, addresses, contact details and occupations of two persons from whom confidential references may be obtained. ALL sections must be completed. One referee must be the Head at your present or most recent School and the other referee must be in a Leadership/Management role. If you are a student please give appropriate School or colleges referees, i.e. Head of Department or tutor. References will not be accepted from relatives or referees writing solely in the capacity of friends.

If you are not currently working with children but have done so in the past, a third referee should be given being the employer with whom you were most recently employed working with children. (Continue on a separate sheet if necessary.)

*Please be advised that we may also contact any of your former employers. Referees will be specifically asked about disciplinary offences relating to children and any child protection concerns.*

*Please note in accordance with Safer Recruitment guidelines, we are required to obtain at least one references prior to interview for short-listed candidates. Should you prefer that your current employer is NOT contacted until later in the recruitment process, please advise us accordingly by indicating clearly below and the reasons why.*

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| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Full Address  (including post code) |  | Full Address (including post code) |  |
| Tel No. |  | Tel No. |  |
| Email |  | Email |  |
| Relationship to you |  | Relationship to you |  |
| Do you give authority for the School to obtain references prior to interview? Yes □            No □  (If no, please explain why) | | Do you give authority for the School to obtain references prior to interview? Yes □            No □  (If no, please explain why) | |

**DATA PROTECTION**

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| The information that you provide on this form will be used to process your application for employment.  The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file and will be used in the administration of your employment. If your application is unsuccessful, all documentation relating to your application will destroyed confidentially and securely after 6 months.  Information provided by you on this form will only be used for the purpose for which it has been given. It will not be used for other reasons without your consent. All personal data is processed in compliance with the General Data Protection Regulation (GDPR).  We may check the information provided by you on this form with third parties.  By signing the application form, you consent to the processing of your personal data and agree to it being used in the way described above. |

**DISCLOSURE OF CONVICTIONS**

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| 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 Director of Operations.  If you would like to discuss this beforehand, please telephone in confidence to the Director of Operations 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)  All other spent connections and cautions must be disclosed.  You should be aware that the School will institute its own checks on successful applicants 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 I enclose a confidential statement**  (please delete as appropriate) |

**DECLARATION**

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| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks  I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).  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:** |

All applicants will be shortlisted based on the information provided on this form. If you are successful in the shortlist and invited to interview you will be contacted directly by telephone or email.

Please return your completed application form to:

**Mrs Purvi Patel**

**HR Manager**

**Orley Farm School**

**South Hill Avenue**

**Harrow**

**Middlesex**

**HA1 3NU**

The School encourages applications to be e-mailed to: [hr@orleyfarm.harrow.sch.uk](mailto:hr@orleyfarm.harrow.sch.uk). Applications sent by email should be marked confidential.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

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