



**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? |  |

**EDUCATION AND QUALIFICATIONS**

PLEASE PROVIDE FULL DETAILS OF ALL QUALIFICATIONS ACHIEVED STARTING FROM GCSE (OR EQUIVALENT) TO THE LATEST QUALIFICATION ACHIEVED. PROOF OF QUALIFICATIONS WILL BE REQUIRED AT INTERVIEW STAGE.

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| **SCHOOL ATTENDED – 11 – 16 YEARS** | | | |
| Subject | Name of School and Awarding Body | Date Obtained | Grade (if appropriate) |
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| **A LEVELS OR EQUIVALENT** | | | |
| **Level** | Name of Sixth Form/College and Subject | Date Obtained | Grade |
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| **HIGHER EDUCATION including teacher training (earliest first)** | | | |
| Dates | Universities/Colleges attended – including part time | Subject or course Title | Title and class of degree and grade e.g. BA (Hons), etc |
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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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| **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, MONTH AND YEAR. EMPLOYMENT HISTORY WILL BE DISCUSSED DURING THE INTERVIEW PROCESS AS PART OF OUR RECRUITMENT CHECKS AND A FULL EMPLOYMENT HISTORY MUST BE PROVIDED FROM THE START OF YOUR WORKING LIFE.

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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| --- | --- |
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| 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 |

**OUTSIDE INTERESTS**

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**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. **References will not be accepted from relatives or referees writing solely in the capacity of friends.**

One referee must be the Head at your present or most recent School and the other referee must be in a Leadership/Management role. All references will require a countersignature from the Head.

If you are a student please give appropriate School or colleges referees, i.e. Head of Department or tutor.

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, references will be obtained for all shortlisted candidates prior to interview, this can be from a previous employer. 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. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

**REHABILITATION OF OFFENDERS ACT 1974**

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| The role you are applying for is exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975, 2013 & 2020, provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions can be found on the Ministry of Justice <https://www.gov.uk/government/organisations/ministry-of-justice>  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered by the DBS filtering rules, prior to the date of the interview by completing a self-declaration form. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.  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. |

**ONLINE CHECKS**

In accordance with our Company Policies and KCSIE guidelines set out by the Department for Education, a background check will be carried out on your online digital presence.

For this we use a third-party professional screening partner, SP Index (www.sp-index.com), experienced in processing personal data for the purpose of such checks. The scope of such checks will include all online open-source information, but specifically:

• Up to 10 years online history

• Social and professional networking and media

• Blogs & vlogs

• News and media reports

• Information displayed publicly online by 3rd parties

• Any other relevant open-source information available

You can find out more about how these checks are carried out and how your personal data will be used at https://sp-index.com/privacy-policy/

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**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 by applying for an Enhanced Disclosure from the Disclosure and Barring Services (DBS) for all positions at the School and, where appropriate, a check of the Children’s Barred List.  Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. 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.  I understand that my background checks will include an online check including social media and other sites, according to Company policy.  I declare that the information I have provided in my application and additional documents is true and complete to the best of my knowledge, and I agree may be used for the purpose of carrying out such a check. |
| **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.

**Applicants should be aware that we cannot consider an application unless the specified application form has been filled in completely.** CVs will not be accepted in place of the School’s application form.

Candidates should complete ALL sections of the application form providing details of qualifications, a full employment history and names, addresses, telephone numbers and email addresses of two professional referees, any previous employer may be approached by the School. Incomplete application forms may be returned and will not be taken any further.

The School encourages applications to be e-mailed to Purvi Patel, HR Manager at: [hr@orleyfarm.harrow.sch.uk](mailto:hr@orleyfarm.harrow.sch.uk). If you are unable to e-mail your application form you may send your application form by post to:

**Mrs Purvi Patel**

**HR Manager**

**Orley Farm School**

**South Hill Avenue**

**Harrow**

**Middlesex**

**HA1 3NU**

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, Online Checks 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.**