



TUDOR HALL

APPLICATION FORM

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on shortlisted candidates.			
POST APPLIED FOR:			
1. PERSONAL DETAILS			
Surname:	Forename:	Title: Mr ☐ Mrs ☐ Miss ☐	
Preferred Name:	Middle Names:	Ms ☐ Other:	
Any Previous Names (Surnames/Forenames)			
Current Address:		Contact Numbers: Please tick next to which methods of contact you would like us to use. Please do not list a work telephone number if you are not happy to be contacted at work under any circumstances.	
Postcode:		Home:	☐
		Mobile:	☐
		Work:	☐
Email:			
National Insurance Number:			
Qualified Teacher Status, please provide TRN Number (if applicable):			
Do you have qualified teacher status? <i>(for teaching staff only)</i>			YES ☐ NO ☐
Do you have a valid driving licence?			YES ☐ NO ☐

Do you have any endorsements?	YES ☐ NO ☐
If yes, then please provide details:	
What class of vehicle are you licensed to drive?	
Are you eligible for employment in the UK?	YES ☐ NO ☐
If no, then please provide details below:	
Where did you learn about this vacancy?	
<i>Keeping Children Safe in Education (KCSIE)</i> asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. You (and all other candidates) are therefore required to provide the following information as part of your application: • the social media platforms on which you have accounts; • the account names / handles for all of your social media accounts, including any under a nickname or pseudonym; • any websites you are involved with, in or featured on or named on; and • any other publicly available online information about you of which the School should be made aware. If you are shortlisted for the role, we will carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you. You are not required to provide account passwords or to grant the School access to private social media accounts. If you are not shortlisted for the role, online searches will not be carried out on you. If you are appointed to the role, your appointment will be subject to a satisfactory online search.	
Please provide any account details, as requested above, in this box:	

The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school.

This applies to the following positions at the School:

- Head; Bursar, Deputy Heads
- teaching posts on the senior team;
- teaching posts which carry a departmental head role;
- support staff posts on the senior team;
- support staff in a management position;
- disqualification from providing Childcare;

The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:

- all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and
- provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.

The declaration at Section 10 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact recruitment@tudorhallschool.com.

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form.

2. EDUCATION

Please list below, in the relevant sections, all the establishments you have attended and any qualifications you have gained there. Please start with the most recent.

It is School policy to verify the qualifications of successful applicants, and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.

University, College, School:

Name and Location	Dates Attended		Qualifications Attained (Subject and Level) (Brief summary only)
	From (mm/yy)	To (mm/yy)	

Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Name of course, where completed and qualification attained	Date Completed (mm/yy)

3. EMPLOYMENT HISTORY

Please supply a full history in chronological order (with start and end dates) **starting with your current/most recent employer first**, of all employment, self-employment and any periods of unemployment since leaving secondary education. You **must** provide where appropriate explanations for any periods not in employment, self-employment or further education/training and, in each case, give reasons for leaving employment.

Present Appointment Date started:	
Employed by:	
Current salary/package:	
Current notice period:	

Position/duties:				
Reason for leaving:				
4. EMPLOYMENT HISTORY – Continued				
Dates of Employment		Name and Address of Employer	Job Title	Reason for leaving
From (mm/yy)	To (mm/yy)			

Gaps in your employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity.

5. SUITABILITY

Please make specific reference to the job description/person specification and give evidence for each statement making sure that is relevant to this position. Please use a continuation sheet if necessary. In your supporting cover letter please outline your reasons for applying for this post and how you would meet the challenges it presents.

6. EXISTING CONTACTS WITHIN THE SCHOOL

In accordance with our Equal Opportunities Policy, and to ensure an unbiased selection process, please indicate if you know or are related to any existing employees or Governors at the School and, if so, how you know/are related to them.

Name & Position at the School	Relationship to you (e.g. friend, neighbour, relative etc)

7. STATEMENT ON DISCLOSURE & BARRING

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out 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. The declaration at Section 14 of this Form therefore asks you to confirm whether you are barred from working with children.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy and procedure'.

8. REFEREES

Please provide three referees, one of whom should be your most recent employer.

	Referee 1	Referee 2	Referee 3
Name:			
Organisation:			
Full Address:			
Telephone:			
Email:			
How do you know this person?			
Occupation			
	May we contact this referee prior to interview? YES ☐ NO ☐	May we contact this referee prior to interview? YES ☐ NO ☐	May we contact this referee prior to interview? YES ☐ NO ☐

9. RECRUITMENT & USE OF INFORMATION

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

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.

A copy of the School's 'Recruitment, selection and disclosure policy and procedure' (which includes the School's 'Policy on the recruitment of ex-offenders'). Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please see our Information and Records Retention Policy for information on how long we keep your personal data. This can be found on our website

How we use your information

Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found on the school website under Policies.

All offers of employment are conditional until all the mandatory pre-employment checks are completed:

- Satisfactory medical fitness
- Receipt of at least two satisfactory references
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK
- An enhanced disclosure with children's barred list information from the Disclosures & Barring Service
- Online Checks

10. Declaration

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.
▪
- I confirm that I am not prohibited from carrying out 'teaching work' (*Only applicable for a teaching role*)
▪
- I confirm that I am not prohibited from being involved in the management of an independent school (*Only applicable for a management role*)
▪
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight (*Only applicable for a role involving the provision of 'childcare'*)
▪
- I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly withheld any information.
▪
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge
▪
- I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence
▪

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 10.

Signed:

Date:

Please return your completed application form to:

Nicole Hamilton
Tudor Hall School
Wykham Park
Banbury
Oxfordshire
OX16 9UR

recruitment@tudorhallschool.com
Tel: 01295 756273