



Information : If you have any additional requirements and/or require reasonable adjustments to complete this form and/or during the recruitment process, please contact HR to discuss further at hr@rayleighschoolstrust.com

APPLICANT SURNAME :

ROLE :

A. PERSONAL DETAILS

Last Name

First Name

Previous Names

Date of Birth

Telephone

Email

Address

Right to Work in UK? YES

NO

NI Number

B. PRESENT EMPLOYMENT - IF CURRENTLY EMPLOYED

Employers Name

Address

Post Title

Start Date

Notice Period

Please provide a brief outline of duties in your current or most recent role.

C. PREVIOUS EMPLOYMENT HISTORY - MOST RECENT FIRST

Employers Name

Post Title

Start Date

End Date

Reason for Leaving

Employers Name

Post Title

Start Date

End Date

Reason for Leaving

Employers Name

Post Title

Start Date

End Date

Reason for Leaving

Employers Name

Post Title

Start Date

End Date

Reason for Leaving

D. BREAKS IN EMPLOYMENT HISTORY

Start Date

End Date

Reason for Break

Start Date

End Date

Reason for Break

Start Date

End Date

Reason for Break

E. ABILITY TO TRAVEL - IF REQUIRED

Do you hold a valid drivers licence?

YES

NO

Do you have access to a vehicle?

YES

NO

If no, are you able to travel for work purposes by other means of transport?

YES

NO

F. SECONDARY SCHOOL EDUCATION

School

Start Date

End Date

Qualification/
Subject obtained

Grade

Qualification/ Subject obtained		Grade	
Qualification/ Subject obtained		Grade	
Qualification/ Subject obtained		Grade	
Qualification/ Subject obtained		Grade	
Qualification/ Subject obtained		Grade	
Qualification/ Subject obtained		Grade	
Qualification/ Subject obtained		Grade	
Qualification/ Subject obtained		Grade	
Qualification/ Subject obtained		Grade	

G. FURTHER EDUCATION

Establishment			
Start Date		End Date	
Qualification/ Subject obtained		Grade	

Establishment			
Start Date		End Date	
Qualification/ Subject obtained		Grade	

Establishment

Start Date

End Date

Qualification/
Subject obtained

Grade

H. PROFESSIONAL QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

Do you hold qualified
teacher status?

YES

NO

If yes, what is your
TRN?

If yes, what is the
date of your NQT
Statutory Induction
period?

Start
Date

Finish
Date

OTHER RELEVANT QUALIFICATIONS, TRAINING & PROFESSIONAL MEMBERSHIPS

**I. SUPPORTING STATEMENT - PLEASE PROVIDE A SEPERATE SHEET IF
REQUIRED**

A large, empty grey rectangular area intended for the user to provide a supporting statement. It occupies the majority of the page below the header.

J. REFERENCES

Please ensure all fields are completed. Please list two professional referees (one must be your current or most recent employer). If you are not currently employed, references from voluntary work or educational institutions are acceptable. Personal character references from friends or family will not be accepted.

Please note that in line with Safer Recruitment guidelines, The Trust seeks references for all shortlisted candidates prior to interview.

Last Name	<input type="text"/>	First Name	<input type="text"/>
Address	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>
Relationship	<input type="text"/>		
Period of time applicant known to referee?	<input type="text"/>		

Last Name	<input type="text"/>	First Name	<input type="text"/>
Address	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>
Relationship	<input type="text"/>		
Period of time applicant known to referee?	<input type="text"/>		

May we contact your current employer at the shortlisting stage? YES NO

If 'No', a reference will still be required from them before any formal offer of employment is confirmed. The Trust may contact other previous employers for a reference with your consent if required.

K. CLOSE PERSONAL RELATIONSHIPS

Are you a relative or partner, or do you have a close personal relationship with any employee, Trustee or Governor of the establishment to which your application is being made?

YES NO

If 'yes', please state the name(s) of the person(s) and relationship. Failure to disclose a close personal relationship as above may disqualify you. Canvassing of, for example, Governors, Trustees, or senior Managers of the Trust/school by or on your behalf is strictly prohibited.

L. DISCLOSURES

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether:

- they have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or
- they have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.
- they are subject to any prohibitions relevant to the role

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.

Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application, along with other relevant pre-employment checks.

Shortlisted candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2018 ("the Regulations") will be asked to complete a Disqualification Declaration Form.

A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available if you wish to review this Form prior to submitting your application.

Safer Recruitment Declaration

It is unlawful for a person who is barred from working with children to apply to work in a regulated position.

I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post

Data Protection

I acknowledge that by completing this form the Trust/school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the Trust/school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant I acknowledge that this information will be retained in line with the school's retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the school in a secure electronic system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

Declaration

Thank you for applying for this post and your interest in working for Rayleigh Schools Trust. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

Please read the following statement and information relating to your application carefully. By ticking the box below, signing and submitting this form you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the Trust/school which may result in dismissal.

By signing below, I certify that the information I have provided on this form is accurate and true to the best of my knowledge.

Full Name

Signature

Date

Please forward your completed application form to HR at hr@rayleighschoolstrust.com