The Ryleys

Girls & Boys Preparatory School

Application Form

The School is legally required to carry out a number of pre-appointment checks which are detailed in the Safer Recruitment Policy and procedures. 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 that School may carry out online searches on applicants as part of the shortlisting exercise (see the School's Safer Recruitment Policy and procedures for further information).
Position applied for:

Section 1: Personal details				
Title: Dr/Mr/Mrs/Miss/Ms	Forenames:	Surname:		
Date of birth:		Former name: Preferred name:		
Teacher registration number (if applicable):		National Insurance number:		
Address:		Telephone number(s): Home: Work: Mobile: Email address:		
Are you eligible for employment in the UK?			Yes ☐	No ☐
Please provide details:				
Do you have Qualified Teacher status?			Yes ☐	No ☐
Have you read the School's child protection policy?			Yes ☐	No ☐

Section 2: Details of Online Profile

Keeping Children Safe in Education **(KCSIE)** 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 medica accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or names 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 may 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.

Section 3: Prohibition from teaching, prohibition from management and disqualification from providing childcare

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;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role; and
- support staff posts on the senior leadership team

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 14 of this Form 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 the Headteacher at j.langford@theryleys.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.

Section 4: Education Please start with most recent					
Name of school/college/university	**Dates of attendance**	**Examinations**			
		Subject	Result	Date	Awarding body
	From: dd / mm / yy To: dd / mm / yy				
	From: dd / mm / yy To: dd / mm / yy				
	From: dd / mm / yy To: dd / mm / yy				

Section 5: 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.

Section 6: Employment			
Current / most recent employer:			
Current / most recent employer's address:			
Current / most recent job title:			
Date started:	Date employment ended (if applicable):	Current salary / salary on leaving:	
Do you / did you receive any employee benefits?		Yes ☐	No ☐
If so, please provide details of these:			
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			

Section 7: Previous employment and / or activities (including voluntary work) since leaving secondary education. Please continue on a separate sheet if necessary			
Dates	**Name and address of employer**	**Position held and / or duties**	**Reason for leaving**
From: dd / mm / yy To: dd / mm / yy			
From: dd / mm / yy To: dd / mm / yy			
From: dd / mm / yy To: dd / mm / yy			
From: dd / mm / yy To: dd / mm / yy			

Section 8: Gaps in your employment

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

Dates From / To (mm/yyyy)	Reason for gap

Section 9: 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.

Section 10: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 11: Disclosure and Barring Service checks, criminal record and Children's Barred List

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. **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 'Safer Recruitment Policy and relevant procedures'.

Section 12: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

If the School feels it is necessary to take up additional references for any reason, we will contact you to discuss this before approaching any party for an additional reference.

The School may also telephone your referees in order to verify the reference they have provided.

The School treats all references given or received as confidential which means that you will not usually be provided with a copy.

Referee 1	**Referee 2**
Name: Organisation: Address:	Name: Organisation: Address:
Telephone number: Work Email address: Occupation:	Telephone number: Work Email address: Occupation:
May we contact prior to Interview? Yes ☐ No ☐	May we contact prior to interview? Yes ☐ No ☐

Section 13: Recruitment and 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 'Safer Recruitment Policy and relevant procedures' (which includes the School's 'Policy on the recruitment of ex-offenders'), and 'Safeguarding Children Policy' is enclosed is available for download from the School's website]. 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 our website.

Section 14: 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'.** ☐ (do not tick this box if the role for which you are applying does not involve 'teaching work')
- **I confirm that I am not prohibited from being involved in the management of an independent school.** ☐ (do not tick this box if the role for which you are applying is not 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.** ☐ (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')
- **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 information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** ☐

Signed: .....

Print Name: .....

Date: .....

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 14.