

Dukes Education Group Ltd Application Form

Deputy Head – Radnor House Prep School



Name of Applicant:

Position applied for:

Completing this application form

- Please complete all sections of the application form electronically. It is an essential part of our selection process and the information you provide will help us to select candidates for interview. Please note you are not limited by the size of the answer boxes; they will expand.
- You should send your completed application form to lauren.huntley@dukeseducation.com as soon as possible.
- You are also encouraged to send a covering letter. We recommend that your letter is no longer than two pages and it should cover:
 - What attracts you to the position;
 - How you feel your experience, skills and personal qualities, qualify you to take on the role.
- **Please send both documents in PDF format** and include your name in the title of each file.

Section 1: Personal details		
Title:	Forenames:	Surname:
Any previous surname:		
Preferred name:		
Address:		
Telephone Numbers: Home: Work: Mobile:		
Email:		
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:		
Do you have Qualified Teacher status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Education

Please start with most recent

Name of school/college/university	Dates of attendance	Examinations		
		Subject	Result	Date
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>			
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>			
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>			

Any other achievements/interests during school/college/university that you would particularly like to mention:

Other awards, qualifications and relevant courses attended (please include any recent CPD):

Publications: please include details of any publications, for example newspaper, magazine or website articles that you have written or contributed to:

Section 3: Employment		
<p>Starting with your current / most recent position, please provide details of your employment since leaving full-time education.</p> <p><i>Note: to satisfy the requirements for safer recruitment we need to ask for your full employment record. Any gaps between jobs or between finishing education and first employment should be added in section 4.</i></p>		
Current / most recent position		
Name and address of employer:		
Current / most recent job title and brief summary of main responsibilities :		
Date started:	Date employment ended (if applicable):	Current salary / salary on leaving:
If applicable, please describe the type of school including age range, number of pupils, boarding, day, co-ed, etc.:		
Notice period:		
Reason for seeking other employment:		

Previous positions – starting with most recent (continue on next page if needed)				
Name and address of employer:	Date started:	Date employment ended:	job title and brief summary of main responsibilities	Reason for leaving:

Section 4: Gaps in your employment
 If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

Start Date:	Finish Date:	Reason:

Section 5: Interests and Activities

Please tell us about your interests and activities outside of work:

Section 6: Other comments

Are there any other comments that you would like to make about yourself or your application, or anything you would like the selection panel to know?

Section 7: References

Please provide the names and addresses of three referees. **At least two should be from employers, including one which MUST be from your current or most recent employer and one which must be from your last employer.** If you are not currently working with children but have done in the past, please include the person who was your employer at the time you worked with children. Please ensure you only provide us with information or details for referees who have agreed to their inclusion.

IMPORTANT: May we contact your referees directly, without seeking further notification from you? Please indicate yes or no in the section below.

<p>Referee 1</p> <p>Name:</p> <p>Organisation:</p> <p>Address:</p>	<p>Referee 2</p> <p>Name:</p> <p>Organisation:</p> <p>Address:</p>
<p>Telephone number:</p> <p>Occupation:</p>	<p>Telephone number:</p> <p>Occupation:</p>
<p>May we contact prior to Interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>May we contact prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Referee 3</p> <p>Name:</p> <p>Organisation:</p> <p>Address:</p>	
<p>Telephone number:</p> <p>Occupation:</p>	
<p>May we contact prior to Interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Section 8: Other

Dukes Education Group is an equal opportunities employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion, or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.

Working in the UK

(yes/no please delete as appropriate)

Do you have any restrictions on taking up employment in the UK?	
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If you have answered yes, please answer the following two questions:

1. Do you require a work visa to be employed in this country?	
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2. If you possess a work visa, please give details:	
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Reasonable Adjustments

Do you require any reasonable adjustments to be made during the selection process because of a disability? If yes, please give details below:	
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Conflict of Interest

Do you have any connection with the School you have applied for? If yes, please provide brief details below:	
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Section 9: Safer Recruitment and the requirement for Enhanced Disclosure and Barring Checks

The school is a “registered body” under the Police Act 1997 because employment there involves access to children under the age of eighteen. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) and a check against the Children’s Barred List before an offer of employment. You will need to apply for a new disclosure, even if you already hold one. Alternatively, if you are registered with the DBS Update Service, you will need to provide your reference number and permission to undertake a search. This will also apply to former members of staff who re-join unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of three months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in. Further information about the School’s child protection policy and practices and policy on employment of ex-offenders can be found on the School’s website.

Additional Information

Date of Birth:	
National Insurance Number:	
DfE Number:	
Do you hold a valid current driving licence?	

Disclosure and barring checks	Yes / No – please delete as appropriate
<p>Are you on the Children's Barred List or otherwise disqualified from working with children?</p> <p><i>It is unlawful for a 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.</i></p>	
<p>Are you prohibited from carrying out 'teaching work'?</p> <p><i>Do not answer "yes" to this question if the role for which you are applying does not involve 'teaching work'.</i></p>	
<p>Are you prohibited from being involved in the management of an independent school?</p> <p><i>Do not answer "yes" to this question if the role for which you are applying is not a management role.</i></p>	
<p>Are you disqualified from working in or managing early years provision or later years provision with children under the age of eight?</p> <p><i>Do not answer "yes" to this question if the role for which you are applying does not involve the provision of 'childcare' or the management of the provision.</i></p>	
<p>Have you lived outside the UK for a period of three months or longer within the last five years? If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies.</p>	

Declarations

I confirm that this information is, to the best of my knowledge, true and complete.

- I am aware that the role which I am applying for is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask me to declare all convictions and cautions (including those which would normally be considered 'spent') in order to assess my suitability to work with children. If I am successful in being shortlisted for this role, I will be required to provide information about my suitability to work with children by completing a self-declaration form. In the self-declaration form I will be required to provide details of all spent and unspent convictions and cautions. However, I 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.
- I understand that, if successful, I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS) and be checked against the Children's Barred List. The School will also check that I am not subject to a Secretary of State Section 128 direction which prohibits or restricts a person from taking part in the management of a school.
- In addition to taking up references, Dukes Education Group or the School may undertake an internet search of social media.
- I understand that Dukes Education Group and the School are authorised to obtain references and may approach my nominated referees as indicated above for information to verify particular experience or qualifications.
- I understand that if I am currently working with children on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including anywhere the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children, then I understand that a previous employer where I worked with children will be asked about those issues.
- I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been appointed; also in possible referral to the police.
- I acknowledge that Dukes Education Group will use information contained or referred to in this form for the purpose of processing my job application and as further set out in **the Privacy notice**.
- I understand that any offer of employment made will be conditional on receipt of satisfactory references and medical report.

Signed:

Date:
