

CONFIDENTIAL APPLICATION FORM



R.E.A.L EDUCATION APPLICATION FORM
TO BE USED FOR R.E.A.L EDUCATION VACANCIES ONLY

APPLICANTS NAME:

BEFORE YOU BEGIN, PLEASE ENSURE YOU HAVE THE FOLLOWING:

1. Correct application form for the role you are applying for
2. Application Fact Sheet
3. Recruitment Monitoring Form

Please use black ink or type and complete all sections. This part of the application form will be used to shortlist candidates for interview.

DETAILS OF ROLE APPLIED FOR:

Position applied for:
Part time: Full time:
Please state how or where you heard about this vacancy:

1. APPLICANTS PERSONAL DETAILS

Title:	
Surname:	
First Name:	
Former Names:	
Known As (if applicable):	
Address:	
If you have lived at this address for less than five years please list all other addresses at which you have lived at during this period with dates:	
Address	Dates To and From
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Email Address:	
How do you prefer to be contacted:	
National Insurance Number:	
DfE Teacher Reference Number:	
Do you have Qualified Teacher Status (QTS)?	

2. DETAILS OF PRESENT EMPLOYMENT

Are you currently employed:

If no please proceed to section 3.

Present Job Title:

Present Employer:

Employers Address:

Employers Telephone Number:

Date of appointment:

Notice Required:

Description of main duties/responsibilities (Please include subjects and key stages taught is applicable):

Current Annual Salary:

3. EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE

Please complete in chronological order, starting with the most recent

Full name and address of employer	Post held	Main duties and responsibilities	Age range and key	Dates employed (to and from)	Reason for leaving

			stage taught		

4. OTHER EMPLOYMENT/WORK EXPERIENCE

Please complete in chronological order, starting with the most recent

Employment/Experience	Address or employer/Location	Responsibilities	Dates (to and from)	Reason for leaving

5. GAPS IN EMPLOYMENT

Please ensure there are no gaps in the history of your education and employment. If there are any periods of time that have not been accounted for in your application, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16.

Dates to and from	Activity/Reason

6. EDUCATION AND TRAINING

Please complete in chronological order, starting with the most recent

Post Graduate Qualifications

Name and address of establishment	Full or Part Time	Dates to and From	Date of Award	Awarding Body	Award
Higher Education Qualifications					
School/College Qualifications					

7. CONTINUED PROFESSIONAL DEVELOPMENT

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Please list any courses you have completed and/or any professional development in which you have been involved in, in the past 3 years which you consider to be relevant to this post.

Course Title	Course Provider	Length of Course	Dates From and To	Award

8. PROFESSIONAL MEMBERSHIPS

Please list any professional bodies of which you are a member.

9. INTERESTS AND HOBBIES

Please list and hobbies and interests outside of work

10. SUPPORTING STATEMENT

Please provide a written statement of no more than 1000 words detailing why you believe your experience, skills, personal qualities, training and education are relevant to your

suitability to the post advertised and how you meet the person specification applicable to the post.

11. REFERENCES

Please provide details of 3 referees below. Friends and relatives are not acceptable referees. One of your referees should be your current employer, if you are not currently employed one of your referees must be your most recent employer. If you have not been previously employed then Head Teachers, College Lecturers or any other person who is able to comment authoritatively on your educational background and/or personal qualities. Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interview panel. All job offers are subject to satisfactory references being received.

Referee 1

Name:

Status:

Company:

Address:

Telephone Number:

Email Address:

How long known:

Referee 2

Name:

Status:

Company:

Address:

Telephone Number:

Email Address:

How long known:

Referee 3

Name:

Status:

Company:

Address:

Telephone Number:

Email Address:

How long known:

Do you give your consent to contacting your current employer prior to interview?

Yes / No

12. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND BARRING SERVICE CHECKS

R.E.A.L Education Ltd is required by law to operate a checking procedure for employees who have access to children and young people. Please refer to the application fact sheet before answering these questions.

Please confirm whether you have been the subject of any child concerns either in your work or in personal life, or been the subject or involved in any disciplinary action in relation thereto including any, which is time, expired.

Yes / No

If yes please provide details:

By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formally known as inclusion on the DfE List 99):

In the event of a successful application, an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service checks (DBS checks) in relation to criminal and child protection matters. Please note a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS check(s) being made to the Disclosure and Barring Service (DBS):

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13. REHABILITATION OF OFFENDERS ACT 1974

Do you have any convictions or cautions that would not currently be filtered by the Disclosure and Barring Service? (You do not need to disclose anything that would be filtered by the DBS)

YES / NO

If yes please provide details:

Date of Conviction/pending Hearing/Caution/Reprimand/Warning	Offence	Sentence	Details of Police/Court involved

14. DISABILITY DISCRIMINATION ACT 1995

Please refer to the application fact sheet for prospective employees before answering these questions.

The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'. The Act requires an employer to make 'reasonable adjustments' to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.

Do you consider yourself to have a disability? Yes / No

If you answered yes is there any information that we need in order to offer you a fair selection interview?

15. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

R.E.A.L Education Ltd will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live

and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006.

By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you promptly provide documentary evidence of such entitlement when requested.

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16. DRIVING DETAILS

Please refer to the application fact sheet for prospective employees before answering these questions.

Do you hold a current full driving licence? Yes / No

Do you hold a clean driving licence? Yes / No

Do you have regular use of a vehicle? Yes / No

Do you have business insurance cover to enable young people to travel in your car as part of your daily duties? Yes / No

If no, would you be willing to add business insurance cover to enable young people to travel in your car as part of your daily duties? Yes / No

17. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview you will be required to sign a printed copy of your form.

I declare that to the best of my knowledge and belief the information given on all parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified then disciplinary action may be taken which may include dismissal from the post.

Signed.....

Date.....