# **RICHMOND HOUSE SCHOOL**

**APPLICATION FORM**

Please complete clearly in black ink.

## PERSONAL DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Surname or Family Name:** |  | **First name or Given Name:** |  | | **Title:** |  |
| **Have you been known by any previous names? e.g. maiden name? If so please state.** | | |  | | | |
| **Position Applied for:** | |  | | | | |
| **National Insurance Number:** | |  | | | | |
| **Address:**  **Postcode:** | | | **Telephone numbers:** | | | |
| **Work / Daytime:** |  | | |
| **Home:** |  | | |
| **Mobile:** |  | | |
| **E Mail address:** | | | | | | |

## PRESENT / LAST EMPLOYER

|  |  |
| --- | --- |
| **Job Title:** | **Current / Last salary:** |
| **Date started:** | **Date left (if applicable):** |
| **Name and Address of Employer:** | **Reasons for leaving / wanting to leave:** |
| **Notice required:** | |
| **Outline of duties / responsibilities:** | |

**EDUCATION / TRAINING / QUALIFICATIONS (most recent first)**

## Secondary Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School / Establishment** | **Dates** | | **Qualification** | **Level / Grade** | **Date of exam** |
| **From** | **To** |
|  |  |  |  |  |  |

## Further Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University / College** | **Dates** | | **Qualification** | **Level / Grade** | **Date of exam** |
| **From** | **To** |
|  |  |  |  |  |  |

## Relevant training / membership of professional bodies

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Course / Event / Membership details** | **Duration** | **Approx. Date** |
|  |  |  |  |

|  |
| --- |
| **Please outline your reasons for applying for this position and give details of any work experience, voluntary work and skills or competencies you have gained, which will support your application.** |
|  |

**PREVIOUS EMPLOYMENT (Permanent / Temporary / Voluntary) Most recent first.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Job Title** | **Employers name / address** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## DECLARATIONS

|  |  |  |
| --- | --- | --- |
| Are you related to any current employee of Richmond House School? | Yes | No |
| If yes, please give name and relationship: |  |  |

## REFERENCES

|  |  |
| --- | --- |
| **Please provide details of two referees, including a previous or current employer where possible.** | |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Company:** | **Company:** |
| **Address:**  **Post code:** | **Address:**  **Post code:** |
| **Telephone number:** | **Telephone number:** |
| **In what capacity do you know the above?** | **In what capacity do you know the above?** |
| **May we approach this referee before interview?** Y/N | **May we approach this referee before interview?** Y/N |

## DECLARATION

|  |  |
| --- | --- |
| I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I understand that if any of the information given is found to be inaccurate or misleading in any way, Richmond House School reserves the right to withdraw any offer of employment, or to terminate any employment already commenced with immediate effect.  I also understand that any offer and resulting employment will be conditional on satisfactory DBS and references along with medical fitness and disqualification self-declarations. I understand that my identity, qualifications and professional status will be verified.  *Note: You are advised to declare any conviction, caution, court order, reprimand or warning which may affect your suitability to work with children. Please do so on a separate piece of paper. A criminal record need not necessarily prevent you from being eligible for the post* | |
| **Signed:** | **Date:** |

|  |  |  |
| --- | --- | --- |
| **Please return this completed form to:** | *Please note application forms from unsuccessful candidates will be kept on file for up to six months before being destroyed* | |
| **Ideally please send by email to** [**enquiries@rhschool.org**](mailto:enquiries@rhschool.org) **or alternatively post to**  **Mrs J Hawley**  **Richmond House School**  **170 Otley Road**  **Leeds**  **LS16 5LG** | **How did you hear about this vacancy?**  **(please circle)** | |
| Jobs site (please state which) | Social Media (please state which) |
| School website | Telephoned in |
| Other (please specify) |  |

**For HR Use Only:**

Under the General Data Protection Regulations 2018 the information given to Richmond House School in this form will be processed only by Richmond House School for the purpose of considering your application for employment. If you are successful in your application, this form and the information in it will be retained in your personnel file for such time as you are an employee at Richmond House School in line with our data protection and data retention policies.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reference: |  | Acknowledged: |  | Interview |  |
| Offer sent: |  | Acceptance: |  | Start Date: |  |

**RICHMOND HOUSE SCHOOL**

**EQUAL OPPORTUNITIES MONITORING FORM**

**We welcome candidates for all posts in school from all backgrounds. The information you provide is for monitoring purposes only. Once the recruitment process is completed, the data is stored for a maximum of six months and then destroyed.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position applied for:** |  | | |
| **Surname or Family Name:** |  | **First name or Given Name:** |  |
| **Title:** |  | **Marital Status:** |  |
| **Date of Birth:** |  | **Sex: (please specify)** |  |

**Ethnic Origin (please tick as appropriate, or complete the box below stating how you would wish to describe yourself)**

|  |  |  |  |
| --- | --- | --- | --- |
| White |  | **Dual Heritage** |  |
| British |  |  |  |
| Irish |  |  |  |
|  |  |  |  |
| Other White background:  (Please write in) |  |  |  |
|  |  |  |  |
| **Asian or British Asian:** |  | **Black or Black British:** |  |
| Bangladeshi |  | African |  |
| Indian |  | Caribbean |  |
| Pakistani |  |  |  |
| Other Asian background:  (Please write in) |  | Any other Black background: (Please write in) |  |
|  |  |  |  |
| Chinese or Other Ethnic group |  |  |  |
| Chinese |  |  |  |
| Other Ethnic Group  (Please write in) |  |  |  |

|  |
| --- |
| Are there any special arrangements that would have to be made for your interview or in the workplace if you were successful in your application? Y / N |
| If yes, please specify. |