

# **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:** | **TRN Number (if applicable):** |
| **Address:****Postcode:****Time at this address:**(if less than five years, please provide previous address history) | **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. Give examples of how your experience and personal qualities are relevant to this role.** |
|  |

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

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

**Please explain any gaps in your employment history:**

## 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:** |
| **Email Address:** | **Email Address:** |
| **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

As the job for which you are applying involves opportunity for access to children, it is important that you provide us with accurate answers. It is an offence to apply for a role involving regulated activity if you are barred from engaging in regulated activity relevant to children.

|  |
| --- |
| 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 understand that references will be sought and that online searches will be undertaken for shortlisted candidates.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.*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.* |
| **Signed:** | **Date:** |

|  |  |
| --- | --- |
| **Please return this completed form to:** | **How did you hear about this vacancy?****(please circle)** |
| **Ideally please send by email to** **enquiries@rhschool.org**or alternatively post toRichmond House School168 - 170 Otley RoadLeedsLS16 5LG |
| Jobs site (please state which) | Social Media (please state which) |
| School website | Telephoned in |
| Other (please specify) |  |
| **DATA PROTECTION PRIVACY NOTICE**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. Application forms and associated information for unsuccessful candidates will be kept on file for up to 6 months and then destroyed. |